

# TYLER JUNIOR COLLEGE



CATALOG 2000-2001

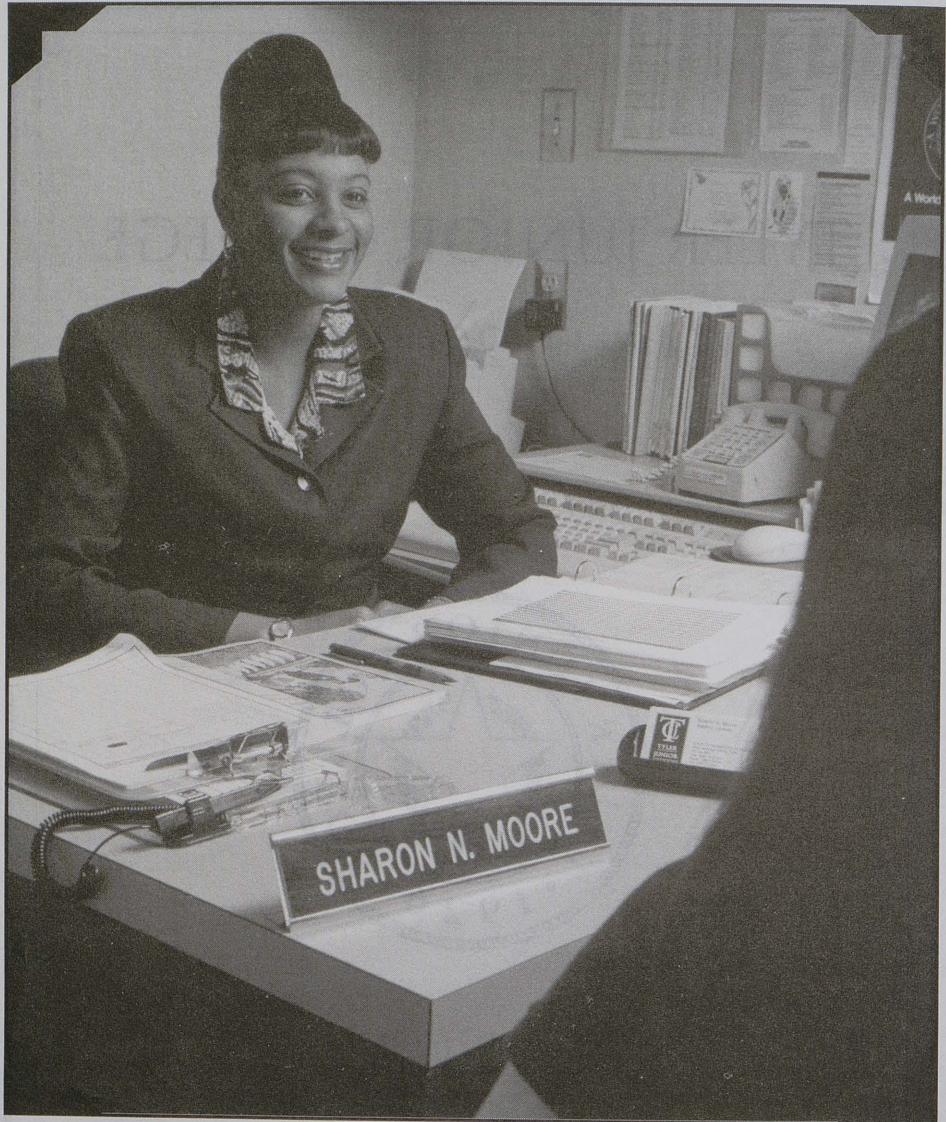


# TYLER JUNIOR COLLEGE

## CATALOG 2000-2001



*Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability or veteran status.*



*"A world of dreams await those who are dedicated to making them realities through education. I believe in going the extra mile to assist our students in achieving those dreams. My door is open for advising, listening, and most of all, encouraging students to be the best that they can be. I also challenge them to have respect and dignity for themselves, school personnel and their fellow students. Exposure to these basic concepts will help them once they graduate into the culturally diverse and changing global marketplace of the future."*

**Sharon N. Moore, Academic Counselor**

A.A., Tyler Junior College

B.B.A., The University of Texas at Austin

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*"As Secretary of Liberal and Fine Arts, I enjoy interacting with the faculty and student body of Tyler Junior College. It gives me satisfaction to see their big smiles when I am able to direct a student to the right classroom or to a counselor. We as support staff can make a difference to faculty, staff, and students with respect and the courtesy of treating others as you would have them treat you."*

Hazel J. Mendez, Secretary, Liberal and Fine Arts

# WHO GOVERNS US

## BOARD OF TRUSTEES

Dr. Eugene M. Allen

Hollis F. Pinyan

Harold C. Beaird

Peggy Smith

A.D. Clark

Ann Snyder

James W. Fair

Patrick R. Thomas, M.D.

David G. Lunceford

## HOW WE BEGAN

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued \$500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created, gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD\*, Grand Saline ISD, Lindale ISD, Tyler ISD\*, Van ISD\* and Winona ISD.

Today, after 74 years, Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,500 full and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

\*Portions are not in TJC District.

# WHAT WE ARE

## MISSION STATEMENT

*Tyler Junior College—Education for Life.*

### **Statement of Purpose**

Tyler Junior College is a comprehensive community college committed to meeting the needs of East Texas by providing excellence in an environment which broadens the mind, challenges the spirit, and maximizes human potential. The College provides open access and equal opportunity to all qualified individuals for pursuit of their aspirations and goals in areas of academic endeavor and workforce preparation. As an integral part of the community, the College is also committed to meeting the needs of business and industry in a changing global environment and to providing opportunities for lifelong learning.

The College will fulfill its mission and pursue its purpose within prevailing fiscal and legal constraints by:

***maintaining a high standard of excellence in education through . . .***

- providing transferable academic courses and programs, technical education, developmental education and continuing education.
- meeting the needs of students with different learning styles.
- promoting higher-order thinking skills.
- recognizing scholarship among students and faculty.
- facilitating faculty and staff professional development to enhance their academic, intellectual and societal effectiveness.
- freeing faculty from unnecessary internal and external restraints which may impede effective learning.
- encouraging innovations in teaching and learning.
- incorporating advanced technology.
- encouraging faculty and students to work together to forge a competitive, high quality learning outcome.

***creating an environment in which development of human potential is the highest priority through . . .***

- sustaining an atmosphere of cooperation, respect, dignity, and equality which transcends racial, ethnic, cultural and global boundaries.
- promoting sound, moral and ethical standards that permeate all aspects of College life.
- providing a nonrestrictive climate that facilitates intellectual and experiential growth and development of students.
- guiding students toward accepting responsibility for self-directed learning.
- providing programs for physical development and competitive sports.
- cultivating avenues for development of student leadership and citizenship.

***offering open access and equal opportunity for all qualified students through . . .***

- maintaining a tuition and fee structure and administering financial support programs which encourage broad participation in higher education.
- advising to enable academic success.
- providing counseling and support services for those with special needs and capabilities.
- providing a developmental education program to meet the needs of underprepared students with academic potential.
- providing distance learning and off-campus instructional programs.
- recruiting individuals who might not otherwise be aware of their own potential or of the educational opportunities which the College provides.

***meeting the needs of business and industry for competency in a global marketplace through . . .***

- offering college credit programs in technical areas.
- providing continuing education opportunities for entry level competencies and for updating professional skills.
- tailoring training and retraining programs to prepare the work force for current and future technology.
- supporting local and regional economic development.

***providing service to the community and opportunity for lifelong learning through . . .***

- expanding awareness and appreciation of and increasing sensitivity to our multicultural society.
- offering College expertise and facilities for community members and their organizations.
- opening College activities to community participation.
- encouraging student and faculty involvement in community public service projects.
- fostering appreciation of the arts, humanities and sciences.
- cultivating an awareness of and participation in efforts toward preserving the environment.
- providing opportunities for social, spiritual and recreational development.
- nurturing development of intellectual and ethical standards.
- providing abundant opportunities for personal enrichment.

## **ACCREDITING**

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate in arts degree and the associate in applied science degree.

# WHAT WE LOOK LIKE

## BUILDINGS AND FACILITIES

Tyler Junior College stands on a 73-acre campus, dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

**The White Administrative Services Center** houses offices of administration, admissions, registrar, financial services, financial aid, human resources, alumni and college relations and computer services.

**The Rogers Student Center** houses the College bookstore, dean of students' office, student activities office, counseling services, testing, recreational facilities, a multi-purpose meeting room, lounges, College dining hall and health services.

Students with interests in mathematics and science will most likely make use of the **Aleck Genecov Science and Arts Building** which provides facilities for lab sciences and offices. **Potter Hall** is used for classrooms and offices. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

Students with interests in the humanities and performing arts will most likely make use of three buildings. **H.E. Jenkins Hall** houses academic classes and offices, and includes an art facility designed for teaching several types of artistic expression as well as providing a showcase for exhibits. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre.

**The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama, in addition to offices, classrooms, practice rooms and performance facilities.

**The George W. Pirtle Technology Center** has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area and also includes classrooms and offices.

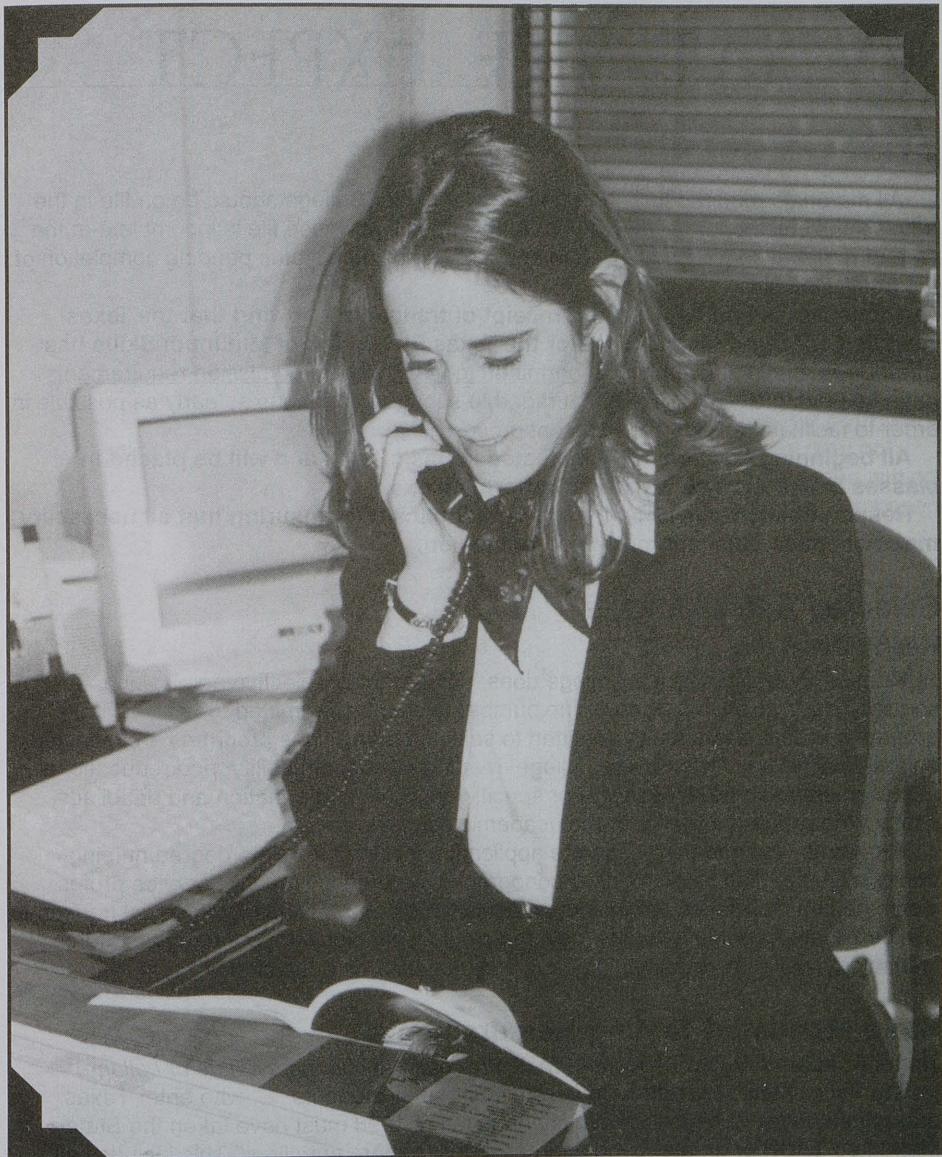
**The Regional Training and Development Complex (RTDC)**, the home of continuing education, the Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center, is an 84,000-square-foot facility which provides quick start-up, fast turnaround, and low cost training programs for business and industry. The complex is located at 1530 S SW Loop 323, Tyler.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 85,000 volumes, a complete multimedia center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses.

Both **Wagstaff Gymnasium** and the **Joseph Z. and Louise H. Ornelas Health and Physical Education Center** provide recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The HPE Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time specialists to provide student development activities and operational supervision. **Bateman Hall** houses 150 students, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Levis, Vaughn and West Hall** board about 50 students each. All residence halls are managed by residential operations located in the Purchasing building on campus.

Also located on the campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately funded contemporary museum.



*"My years at TJC were two of the best years of my life. After receiving my A.A., I was ready to face anything that was thrown my way while working on my B.B.A. I am so happy that I am back home as an admissions counselor. Through this position, I am able to help new students enjoy the academic and social experiences that I have such fond memories of."*

**Julie E. Pickle, Admissions Counselor**

A.A., Tyler Junior College

B.B.A., The University of Texas at Tyler

# WHAT WE EXPECT

## ADMISSION

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file.

**Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills or the Texas Evaluation of Minimum Skills has been passed. No student will be permitted to re-enroll until admission requirements have been met.** Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

**All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.**

**Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.**

## Selected Admissions—

### Health Sciences

Admission to Tyler Junior College does not guarantee selective admission to a specific health science program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. For specific application information and deadlines, contact the program director or the academic counselor.

Programs which require separate application include associate degree nursing, dental hygiene, diagnostic medical sonography, emergency medical service professions, health information technology, medical laboratory technology, medical transcription certificate, pharmacy technology, radiologic technology, respiratory care, surgical technology, vision care technology and vocational nurse education.

## State Mandated Testing Requirements

### Texas Academic Skills Program (TASP) *(Subject to change by state or college)*

The Texas State Education Code requires that all students "... who enter Texas public institutions of higher education in the fall of 1998 must have taken the State Mandated TASP or an approved alternative test prior to enrolling." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program."

**Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.**

This official test is given only on the specified test dates. Test fees must be paid by student.

### Exemptions

Students are exempt from the TASP test if any one of the following is met:

1. a. A student has earned three (3) or more hours of college-level credit prior to the fall semester of 1989.
- b. ACT—Composite score of 23 with a 19 minimum on the mathematics and English tests each. Scores can be no more than five (5) years old.
- c. SAT—**April, 1995 and thereafter:** Combined verbal and math score of 1070 or higher with verbal and math scores of no less than 500 each. **Prior to April, 1995:**

- Combined verbal and math score of 970 or higher with a minimum of 470 on the mathematical test and 420 on the verbal test. Scores can be no more than five (5) years old.
- d. **TAAS—As of May 1995**, Scale scores of 1770 or higher on the writing test and a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. Test scores can be no more than three (3) years old. Tests taken prior to January 1994 require scores of 1800 or higher for each portion of the test.
- 2. A student is going into a certificate program with less than 43 semester hours of general education requirements.

#### **Required Remediation:**

A student who fails one or more sections of the TASP Test or alternative test, or who scores below the state's minimum standard on a placement test, **must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed or until satisfactorily completing all remaining courses in the areas failed.** A student who is required to be in a remedial program may not withdraw from all remediation and continue in college. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1302 until the writing component of TASP is completed.

#### **Special Accommodations**

Students with disabilities who seek special testing accommodations for TASP should consult the TASP testing/registration booklet from the TASP coordinator at TJC (contact the Dean of Admissions at 903-510-2398; or if calling long distance, 1-800-687-5680) or the Texas Higher Education Coordinating Board, Austin, Texas. Requests for special testing accommodations are submitted to and approved by TASP headquarters in Austin.

There are current disability-related exemptions for students who are legally deaf or legally blind. Special provisions for students with dyslexia, learning disabilities in math, etc. are also provided.

## **Immunization**

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All allied health students who have any direct patient contact will be required to have proof of adequate immunization for:

Tetanus/Diphtheria  
Measles  
Mumps  
Rubella  
Hepatitis B (Recommended)

## **Methods of Admission**

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status or disability.

### **1. High School Graduate**

An official high school transcript showing date of graduation and passing of TEAMS or TAAS test for those subject to these tests is required.

Students whose transcripts do not show successful passing of the TEAMS or TAAS test and who score below college level on placement testing may be granted provisional admission. These students will be restricted in their enrollment of courses and course load, and must make a minimum grade of "C" in each course in order to be enrolled the following semester.

## **2. Admission by Examination (General Educational Development Test)**

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

## **3. Admission of Transfer Students**

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 38 for more information.)

A student seeking to transfer to Tyler Junior College must:

- a. Present a transcript from the last college or university attended. Students who wish to apply for a degree, financial aid, veteran benefits and/or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.
- b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.
- c. Students on academic suspension will not be considered for admission until their suspension term has been met. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

## **4. Special Admissions**

- a. Students who did not graduate from high school, but whose high school class has graduated may be admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates the student would be competent to benefit from a program of the institution as demonstrated by the completion of a state-required or local assessment test. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

Students enrolling in the terminal curriculum including technical education courses, shall have the same entrance requirements. A student not meeting the requirements for admission to a standard academic or general curriculum may be admitted to a terminal program on individual approval if he/she is at least 18 years of age.

- b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. Under special circumstances, high school students in their junior year who are TASP passed or TASP exempt upon recommendation of their high school counselor or principal and with the permission of their parents may also be accepted. Students who meet all criteria but who have not completed their junior year may request "special permission" to enroll from the chief academic officer. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.
- c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.
- d. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials, hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

e. Independent Study: Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:

- (1.) Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion as follows:

#### **Advanced Program Graduation Requirements**

English <sup>1</sup> . . . . .	4 units
Mathematics <sup>2</sup> . . . . .	3 units
Science . . . . .	3 units
United States History . . . . .	1 unit
World History or World Geography . . . . .	1 unit
Government . . . . .	0.5 units
Economics . . . . .	0.5 units
Physical Education <sup>3</sup> . . . . .	1.5 units
Health . . . . .	0.5 units
Foreign Language . . . . .	2 units
Fine Arts/Speech . . . . .	1 unit
Computer Science/	
Mathematics <sup>4</sup> . . . . .	1 unit
Electives . . . . .	3 units
<b>TOTAL</b> . . . . .	<b>22 units</b>

<sup>1</sup>English I, II, III, IV. The fourth unit may be satisfied by ENGL IV Academic or ENGL IV Academic Honors (Advanced Placement).

<sup>2</sup>Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.

<sup>3</sup>See note 2 under regular program.

<sup>4</sup>Computer Mathematics I; Business Computer Applications I and Business Computer Programming I; Business Information Processing; and Computer Science I or II or AP.

- (2.) Comply with institutional testing requirements; and
- (3.) Agree to limitations or conditions of admissions established by the institution.

## **5. International Students**

### **The following requirements apply to international students:**

Immigrant and refugee students—Students must submit verification of immigrant card or 1-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A–L issued by Immigration and Naturalization Service:

- a. Application and all documents should be on file at least 60 days prior to registration.
- b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.
- c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.
- d. Proof of English proficiency. Furnish one of the following:

- (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.

(2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.

(3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.

e. Immunization requirements for international students (immigrant refugee and non-immigrant alien).

(1.) Freedom from infectious tuberculosis should be ascertained by:

- (a) Tuberculin test (5 TU. PPD, Mantoux technique) required within six months prior to admission.
- (b) Posterior/anterior chest x-ray is required prior to admission if tuberculin test had a positive reaction.

(2.) Types of immunizations:

- (a) Diphtheria (within 10 years)
- (b) Tetanus (within 10 years)
- (c) Poliomyelitis (Types I, II & III)
- (d) Mumps
- (e) Measles
- (f) Rubella

f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show his/her ability to stand all expenses for the college year (Form 1-134).

g. Proof of hospital and accident policy to cover hospitalization is required.

h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

## Admission Test Scores Requirement

All students are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for counseling only.

Beginning students may be required to take placement tests in writing, mathematics and reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting Tyler Junior College admissions office.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College testing center or from high school or college counselors or registrars.

It is required that transfer students submit scores from either TASP, Compass or other alternative tests. Placement tests may be required.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever, in its judgment, facilities are not available for additional students.

**See TASP requirement in this Catalog (page 10).**

## Admission Appeals

Any student denied admission to Tyler Junior College may appeal this decision by writing to the Admissions Appeals Committee, c/o Dean of Admissions, Tyler Junior College, P.O. Box 9020, Tyler, TX 75711.

## 14 What We Expect

# TUITION AND FEES

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. All tuition and fees must be paid on day of registration to reserve schedule. See Class Schedule for Automated Telephone Registration required payment dates. Any other plan must be an approved aid program with the financial aid office. All tuition and fee payments made by an outside company or agency must be presented prior to or during registration. A registration fee of \$10 will be charged to all students. An additional fee of \$10 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of \$15 will be charged for all insufficient funds checks. If the check was presented in payment of tuition and fees, the return will also result in a \$10 late registration fee. Insufficient funds checks result in unpaid student accounts. Unpaid student accounts may be turned over to a collection agency.

A fee of \$5 will be charged each time a student changes his or her schedule after registration.

## Residency Classification

**It is the student's responsibility to have residency information correct prior to payment of fees.**

### Residents of the TJC District

Tuition: \$15 per semester hour with a minimum total tuition charge of \$25.

General education fee: \$8 per semester hour.

Instructional technology fee: \$3 per semester hour.

### Texas Residents from outside the TJC District

Tuition: \$15 per semester hour with a minimum total tuition charge of \$25.

Out of District Fee: \$15 additional per semester hour.

General education fee: \$8 per semester hour.

Instructional technology fee: \$3 per semester hour.

### Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-resident students according to the definition provided by the statutes of the state of Texas are charged a special non-resident tuition rate.

Tuition: \$25 per semester hour with a minimum total tuition charge of \$200.

Surcharge fee: \$15 per semester hour.

General education fee: \$8 per semester hour.

Instructional technology fee: \$3 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status."

**Twelve months as a non-student is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

**In-District student:** A Texas resident (or dependents) who physically resides on property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

**Out-of-District student:** A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

## **Waiver of Non-Resident Tuition**

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependent who own property and reside on property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), Texas Education Code].

A person (or dependents) requesting such a waiver shall verify property ownership with the admissions office at the time of registration. Aliens not domiciled in the United States are not eligible for waiver of the non-resident tuition rate due to payment of ad valorem taxes.

## **Reclassification**

**Application for reclassification.** Students classified as non-resident students shall be considered to retain that status until they make written application to the institution and are officially reclassified in writing as residents of Texas by the proper administrative officers of the institution.

**Reclassification as a non-resident.** Persons who have been classified as residents of Texas shall be reclassified as non-resident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as non-residents and shall be required to pay the difference between the resident and non-resident tuition for those semesters in which they were so erroneously classified.

**Reclassification as a resident.** If students have been erroneously classified as non-resident students and subsequently prove to the satisfaction of the appropriate officials of an institution of higher education that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be entitled to a refund of the difference between the resident and non-resident fees for the semesters in which they were so erroneously classified. Normally the refunds must be requested and substantiated during the current term.

**Students must complete any reclassification of residency prior to payment of tuition and fees in order to be effective for that semester.**

## **Special Fees**

### **ID Cards**

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

### **Parking Fees**

All full- and part-time students who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office and to pay parking fees. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an academic year (September 1 through August 31) or for the balance of the year registered, whichever is applicable. Student permits, however, are authorized on a semester-basis. Permits are provided to stu-

dents who show a college receipt reflecting payment of current parking fees due. Operation of a vehicle on property owned or controlled by the College for which current semester parking fees have not been paid may result in a parking ticket from Campus Safety.

In order to register a vehicle, a driver's license, student identification card and motor vehicle license number must be presented at the Campus Safety Office, along with a College receipt showing payment of current parking fees.

Fall Semester.....	\$15
Spring Semester .....	\$15
Summer I .....	\$ 7
Summer II .....	\$ 7

### Special Fees

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of \$15 for laboratory courses.
2. A fee of \$15 is paid by students at the time of application for graduation.
3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano .....	\$50	\$75
Voice .....	50	75
Violin, Violoncello .....	50	75
Guitar .....	50	75
Woodwind Instrument .....	50	75
Brass Instrument .....	50	75
Practice Room (four hours per week) .....	\$ 4	

4. A posting fee of \$25 is paid by students in the following situations:
  - a. Credit by examination
  - b. Credit for life experience
  - c. Credit by articulation agreement

### Tyler Junior College Refund Policy\*

Refund payments will be mailed to the student's permanent address 4–6 weeks after the 12th class day. Refunds are mailed on a weekly basis, alphabetically.

### Refund of Mandatory Tuition and Fees

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing their proper forms in the registrar's office shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first class day .....	100%
During the first fifteen class days .....	70%
During the sixteenth through twentieth class day .....	25%
After the twentieth class day.....	0%

Late registration, registration, insurance, change fees and medical supply fees are non-refundable.

\*Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.

Students who "swap" credit hours (exchange one three hour course for another three hour course) may do so without a monetary drop penalty. The even exchange applies **only** if the course add and drop are presented to the registrar at the same time. Additional lab fees may apply.

First time students who completely withdraw on or before the 60% point in time of the enrollment period must receive a statutory pro-rata refund. Monies from the refund must be returned to the agency or aid program.

### **Weekend College**

The above dates and policy will apply to the Weekend College program regardless of the actual start dates of classes.

### **Special Notes**

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Office of Admissions and Registrar when the drop slip is received and processed by them. **Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts may be turned over to a collection agency.**

Additional fees must be paid in the cashier's office the same day as adding and changing courses to reserve your schedule. All courses in which a student is enrolled will be dropped for non-payment if 100% of tuition and fee charges are not paid.

The refund policy is subject to change by the vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

### **Financial Aid Funds**

Financial Aid and Scholarship monies to pay your account must be accepted and awards made prior to registration. College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

### **Installment Plan**

One half of the tuition and fees plus \$15 loan processing fee in advance of the semester (on day of registration) and two (2) one-fourth payments prior to the 6th and 11th class weeks. NOTE: This must be a signed agreement with the Financial Services/ Accounts Receivable Office. First half payment must be collected at time of completing registration and signing the agreement. You must be eighteen (18) years of age or parent or guardian's signature is required. NOTE: Special terms, Summer I and Summer II are NOT eligible for installment plan.

### **Emergency Tuition Loans/Promissory Notes**

Students with tuition loans/promissory notes are responsible for payment of the loan by due date **unless a complete withdrawal form is completed and processed by the Registrar's office prior to the first day of class.** Failure to pay on or before the due date will result in your schedule being dropped for non-payment. Additional fees will be charged to your account.

### **Payment by an Outside Company**

Students whose tuition and fees are being paid by an outside company or business, must supply information regarding the agreement to the financial services office prior to registration. Advance approval from financial services is required.

## Refund of Mandatory Tuition and Fees—Mini-Mester/Special Terms

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing their proper forms in the registrar's office shall have their tuition and mandatory fees refunded according to the following schedule:

Prior to the first class day ..... 100%

After classes begin (see table below)

### Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

#### Example: Three week Course

Prior to the first day of class ..... 100%

During the first through third class days ..... 70%

During the fourth class day ..... 25%

After the fourth class day ..... 0%

Late registration, registration, insurance, change fees, and medical supply fees are non-refundable.

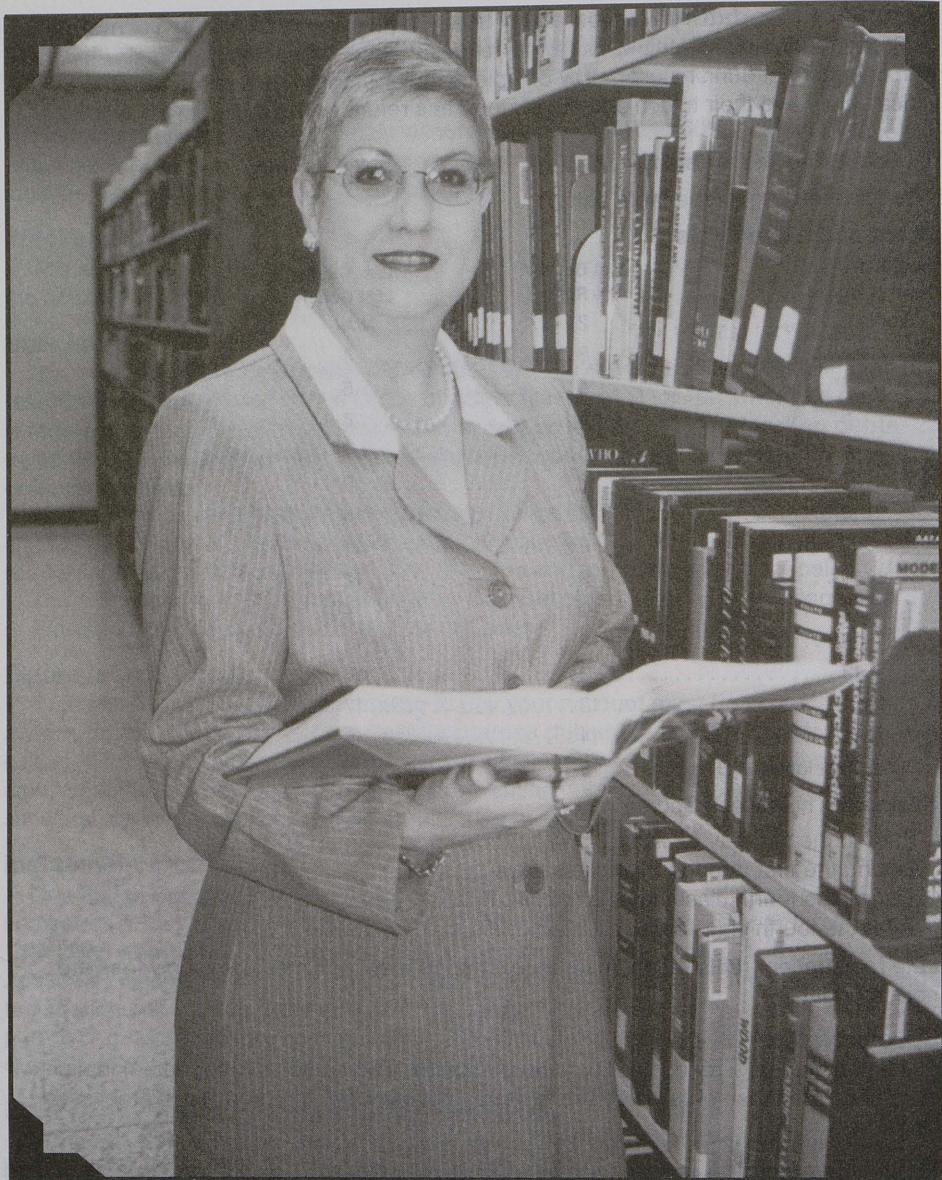
### Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the registrar's office when the drop slip is processed by them.

### Refund Processing

Refunds will be mailed to the student's permanent address 2–4 weeks after the 4th class day.

Refunds will be applied to outstanding debts owed to Tyler Junior College.



*"The librarian's role has evolved into that of Navigator, steering patrons through the oceans of printed and electronic information. Just as it was for the navigator of the old wooden sailing ships, it is personally and deeply satisfying to me to assist someone in finding that 'safe harbor' of authoritative sources and information."*

**Marian Dee Jackson, Director, Library Information Services**

A.A., Tyler Junior College

B.S., East Texas State University

M.S., University of North Texas

# How We Help You

## FINANCIAL AID

### Steps for Financial Aid Processing Each Year

1. Complete a Free Application for Federal Student Aid (FAFSA) and turn in to the Financial Aid Office, or mail in, or send via the Internet. List Tyler Junior College as the school you plan to attend. (Title IV School Code 003648)
2. Student will receive a Student Aid Report (SAR) in approximately four weeks or less if sent via Internet or turned in to Financial Aid Office.
3. Student and/or parent may be required to furnish to the financial aid office a signed copy of their income tax form if SAR has been selected for verification.
4. Turn in the Tyler Junior College financial aid folder with all pertinent documents completed in the folder.
5. Transfer Students: Students who have attended other schools during the current school year will be required to furnish a financial aid transcript (FAT) from the previous college, trade or technical school.
6. Turn in all required material to the financial aid office by deadline in order to have financial assistance available at time of registration.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **To apply for financial aid, each year a student must complete the Free Application for Federal Student Aid (FAFSA).** This application takes four weeks to process.

**Important Dates**—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their **file** with the office of student financial aid and scholarships by the dates below:

**Fall Semester:** April 1—send FAFSA to processing center or to financial aid office  
June 1—have completed file in financial aid office

**Spring Semester:** October 1—file completed in financial aid office

**Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.**

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books or room and board charges will be disbursed to the student within 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, 24 years of age or older, graduate/professional student, orphaned or a ward of the Court, a veteran of the U. S. armed forces or has legal dependents other than a spouse **will** be considered self-supporting.

**Course Load Requirements**—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan) students must maintain enrollment in a degree or certificate program for at least six credit hours. Students who attend Tyler Junior College only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Some of the scholarships, grants, loans and job opportunities available to students are outlined in the following paragraphs. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

**Students may receive financial aid from only one institution per semester per federal regulations.**

# SCHOLARSHIPS

Guidelines and development of new scholarships are the responsibility of the Office of Development and Alumni Relations. For additional information concerning the establishment of new scholarships, please call 903-510-2380.

Awarding and management of scholarships is conducted by the Office of Financial Aid and Scholarships.

## Presidential Scholarships

Presidential Scholarships of \$2,000 per year or \$4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and rank in the first 10 percent of their graduating high school classes. The College currently has 87 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the director of student financial aid and scholarships by March 1. Applications for the scholarship are available through high school counselors.

To maintain the scholarship, a 3.3 cumulative grade point average and full-time (12 hours) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

## Presidential Scholarships

Mattie Alice Scroggin Baker	J.W. Johnson
Harold C. and Rosemary Beard	Dr. and Mrs. Earl C. Kinzie
Earnestine and David E. Berlin	St. Clair F. Luzzi
Frances Dillon Birdwell	Red Little
J. Weldon Birdwell, M.D.	Red Little in Journalism
Ann Howard Brookshire	Margaret Ann and Harry Loftis
S.W. Brookshire	Anne and Isadore Mayerson
Ina Brundrett	McLarty-Childress
Sarah Butler	Maurine Genecov Muntz
Frank and Margaret Canavaggio	Josephine and Dan Needham
Norma Anderson Carpenter	Daniel A. Needham in Engineering
Dorothy and James C. Cheatham	Lloyd and Seville Nunn
A.D. and Bee Clark	Dr. and Mrs. James Peltier
Rupert and Phoebe Lou Cobb Memorial	El Freda Taylor Pirtle Memorial
James C. Estes	George W. Pirtle Memorial
Robert and Marie Estes	Joseph Z. Ornelas
W. H. and Ollie Orr Estes	Joyce and Bill Pirtle
Evans Family	J. D. Plunk
Marcia Evans	Emma Lou Prater
Mary Martha Fair (2 scholarships)	Dr. Blanche Prejean
"Rusty" Ingram Fletcher	President's Circle
June S. Flock	William Atchley Pye
I. L. Sonny Friedman	Maxene Robinson
Mrs. A.S. Genecov	Louise H. Rogers Ornelas
Brady P. Gentry	Robert M. Rogers
Elizabeth S. Gugenheim	Pauline Heffler Roosth
B. G. Hartley Family	Atlantis Shelby
William L. and Minnie Lou Herrington	Dorothy and Thomas H. Shelby, Jr.
Dulse Lux Hudnall	Smith County Medical Society Alliance
J. W. and Estelle Hunt (7 scholarships)	Rilla Jeffrey Squyres
Jeanne and Phil Hurwitz	Doyle D. Starnes, Jr., DVM
Dr. Harry E. Jenkins	Florence and Marcus L. Strum

Amy "Bobo" Tucker	Rev. J.E. White and Minnie Gentry White
Tyler Clearing House Association	Mastin Gentry White
Tyler Junior College Alumni Association	Mabel Williams
Bonna Bess and Jim Vaughn	Gertrude Buckley Windsor
Edgar H. and Lillie Mae Vaughn	Emma F. Wise
Floyd Wagstaff	Royce E. Wisenbaker
Dorothy Fay and Jack White (3 scholarships)	Mrs. Royce E. "Petey" Wisenbaker
Dorothy Fay and Jack White in the Fine Arts	

## Dean's Scholarships

Dean's Scholarships of \$1,000 per year or \$2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours) enrollment must be maintained. Applications for the scholarship are available through high school counselors.

### Dean's Scholarships

Kelly Joe "Joey" Bledsoe	
Brady P. Gentry (5 scholarships)	
Mr. and Mrs. A.W. Riter, Jr., Leadership Dr. and Mrs. J.E. Watkins (2 scholarships)	
Dorothy Fay White and J.E. White (3 scholarships)	
Jack and Dorothy Fay White (5 scholarships)	
Mabel Williams (2 scholarships)	
Isaac "Ike" C. Sanders	
Dr. and Mrs. J.E. Watkins	

## Faulconer Academic Incentive Award for Ethnic Minorities

The Faulconer Academic Incentive Award for Ethnic Minorities is an annual award of \$2,500 awarded to incoming freshmen chosen from the TJC district. The recipients must maintain a 2.0 cumulative grade point average and 12 hours each semester.

## Valedictorian Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are exempt from freshman-year tuition only. A letter or certificate of verification from the student's high school principal must be presented.

## College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

## Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic performance grants are awarded in football, men's and women's basketball, men's and women's tennis, soccer, golf, baseball, women's volleyball, and athletic trainer.

## Performance Grants

Members of certain performing organizations are awarded partial scholarships. These groups include the Apache Band, Apache Belles, cheerleaders, Harmony and Understanding, Chamber Singers, student government, and speech and theatre.

## Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the office of student financial aid and scholarships.

Paul and Jacqueline Adams Art Scholarship

Advance Class Scholarship/Glenwood Methodist Church

American Association of University Women Scholarship

American Business Women's Association, Rose Garden Chapter, Scholarship

American Business Women's Association, Tyler Azalea Chapter, Scholarship

Tom Anderson Jr. Journalism Scholarships

Apache Belle Endowed Scholarship

Dr. R.E.G. Baldwin Nursing Scholarship

Alison Joy Baker Service Fellowships

Breakfast Optimist Annual Scholarship

Wood T. Brookshire Memorial Scholarships

Claud Brown Scholarships for Handicapped Individuals

Dr. Jean Speller Browne Scholarship

T.B. Butler Newswriting Award

T.B. Butler Publishing Company Scholarship

T.B. Butler Publishing Company Key and Internship

D.K. Caldwell Scholarship

Hope Calhoun Scholarship

Thomas Julian Caswell Memorial Scholarship

Dr. H.R. Coats Nursing Scholarship

Community Hospital Auxiliary Scholarship

Nell Covin Scholarship

Criterion Study Club Scholarship

Wilton J. Daniel Endowed Scholarship

Josephine Drago Endowed Scholarship in Nursing

W.T. Ellis Endowed Memorial Scholarship

Marcia Evans Memorial Scholarship

East Texas Cattle-ettes Scholarship

East Texas Day Lily Society Annual Scholarship

East Texas Respiratory Seminar Scholarship

East Texas State Fair Scholarships

TJC ESSA Scholarship  
Endowed Nursing Scholarship  
Expanding Your Horizons Endowed Scholarship  
Faulkner Academic Incentive Awards  
James Robert Fleet Endowed Scholarship  
Velma Culwell and Fisher Godfrey Scholarship  
I.L. Friedman Endowed Scholarship  
Paul and Sylvia Golenternek Forchheimer Scholarship  
Free Enterprise Scholarship  
Hilda J. Genecov Scholarships  
Brady P. Gentry Trust Annual Scholarship  
Mrs. D.K "Lottie" Caldwell/Alfred E. Gilliam Apache Belle Scholarship  
Mary John and Ralph Spence/Alfred E. Gilliam Apache Belle Scholarship  
Celia Golenternek Goldstucker, Phillip and Hyman Golenternek Memorial Scholarship  
Dr. and Mrs. Dan Golenternek Scholarship  
Dr. and Mrs. Joe Golenternek Scholarship  
Isadore Golenternek Scholarship  
Leo Golenternek Memorial Scholarships Sarah H. and Alexander Golenternek Memorial Scholarship  
Sarah and Alexander Golenternek Memorial Endowed Scholarship  
Mrs. English (Elaine) Gordon Scholarship  
Grant Assistance Program (GAP) Awards  
Mrs. Etta Golenternek Gross Memorial Scholarship  
Elizabeth S. Guggenheim Nursing Scholarship  
Norman E. Halbrooks, M.D. Memorial Scholarship  
Ed and Mary Heath Foundation Scholarship  
Raymond Hedge, Sr. Memorial Scholarship  
J. C. Henderson Scholarship  
Henderson Memorial Hospital Scholarship  
Simon and Louise Henderson Foundation Endowed Scholarship  
Marguerite Hercules Scholarships  
Dr. Winifred Golenternek Heringhi Memorial Scholarship  
Bruce E. Herrington Memorial Scholarship  
E. Fred Herschbach German Endowed Scholarship  
Hide-A-Way Lake Kiwanis Club Scholarship  
Houston Livestock Show and Rodeo Scholarship  
David K. "Cokie" Hughes Memorial Scholarship  
J. W. and Estelle Hunt Endowed Scholarship  
Dr. H.E. Jenkins Memorial Scholarship  
Lillie Jiles Scholarships  
Varina Powell Johnson Scholarships  
Kelly-Springfield United Steel Workers Scholarships  
Johnnye Kennedy Scholarship  
Dr. Earl Kinzie Scholarships-LVN  
Margaret Kinzie Scholarships-RN  
Rick Kinsey Electronics Award  
Levy Estate Scholarship  
Littera Club Scholarship  
David G. and Nancy Lunceford Scholarship  
LVN's Studying to Become RN's Scholarship  
Lee Machicek Memorial Scholarship  
George Mea Horticulture Scholarship  
Leota Martin Memorial Scholarship

Bruce McMillan, Jr. Foundation Scholarships  
Christine Michaelis Scholarship  
Mitchell Surveying Scholarship  
John Nash Scholarship  
Marti Oge Nursing Scholarship  
Optimist Club of Mineola Scholarship  
Louise H. and Joseph Z. Ornelas Endowed Athletic Scholarship  
Harris Oswalt Scholarship  
Kenneth Patterson Scholarship  
Peach Tree Oakhurst Ladies Golf Association Scholarship  
Olga R. Pearson Endowed Scholarship  
Frank E. Peycke Memorial Scholarship  
PEO Chapter GJ Scholarship  
Pirtle Scholarship in Science and Engineering  
El Freda Taylor Pirtle Scholarships  
George W. Pirtle Technology Scholarships  
Eddie Rice Scholarship  
Jennifer Leigh Rogers Scholarship  
Rose Capital Pilot Club Scholarship  
Florine Beall Shank Endowment for Music  
Dr. and Mrs. L.E. Skinner Scholarship  
Smith County Medical Society Alliance Scholarships  
Smith County Soil and Water Conservation Scholarship  
Grace Moore Skinner Smith Scholarship  
Ann Snyder Annual Scholarship  
Kathryn Nettles Speas Scholarship  
Tony Spitzberg Memorial Award  
St. John Masonic Lodge #53 Scholarship  
Christopher Glynn Starnes Scholarship  
Don Steelhammer Endowed Memorial Scholarship  
Ronnie M. Stone Memorial Scholarship  
Florence and Marcus Strum Scholarships  
Doris Ray Stoddard Scholarship  
Temple Inland Foundation Scholarship  
TEPE Scholarship  
Texas Chest Foundation Scholarship  
Texas Interscholastic League Scholarship  
TJC-UT Tyler Annual Engineering Scholarship  
Trainer's Scholarships  
Trane Co. Engineering Scholarship  
Trinity Mother Frances Health Systems Scholarship  
Trustee Scholarships  
TSRH Family Scholarship  
Turman Family Reunion Scholarship  
Tyler Auto Christian Fellowship Scholarship  
Tyler City of Council, PTA Annual Scholarship  
Tyler Civitan Scholarship  
Tyler Desk and Derrick Club Scholarship  
Tyler Garden Club Scholarship  
Tyler Jaycees Scholarship  
Tyler Junior College Alumni Association Scholarship  
Tyler Junior College Drafting Scholarship  
Tyler Junior College Ex-Cheerleader's Association Annual Scholarship

Tyler Junior College Faculty/Staff/Family Memorial Scholarship  
Tyler Junior College GED Scholarship  
Tyler Optimist Club Monroe Sublette Memorial Scholarship  
Tyler Patrolman's Association Scholarship  
Tyler Sunrise Rotary Club Scholarship  
Gena Lee Turner Memorial Nursing Scholarship  
UT-Tyler Annual Transfer Scholarship  
Vaughn Foundation Nursing Scholarship  
Vaughn Foundation Scholarship  
Veteran's of World War I and Ladies Auxiliary of Rose City Barracks Scholarship  
J.J. Wade Scholarship  
Neill and Floyd Wagstaff Endowed Athletic Scholarships  
Carl and Mary Wallace Education/Journalism Scholarship  
Earl Wallis Memorial Scholarship  
Dr. and Mrs. J.E. Watkins Scholarship Trust  
Hazel M. Weeks Scholarship  
E.A. Wendlandt Scholarship  
Jack and Dorothy Fay White Fine Arts Scholarship  
Mastin G. and Jack White Music Scholarship  
Virginia Wilks Nursing Scholarship  
Gertrude Windsor Art Scholarship  
Winona ISD Educational Partnership  
Watson Wise Incentive Award  
Watson W. and Emma Wise Cultural Arts Scholarship  
Virginia Pittman Yale Journalism Scholarship

## Grants

### Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually, have received a high school diploma recognized by the student's home state or a GED, and be deemed eligible by the Department of Education, based on their income.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

### Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. Funding is limited.

### Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. Preference is given to students with the greatest unmet financial need. Funding is limited.

## **Texas Grant (TEX)**

The TEX grant program is awarded to students graduating from an Advanced High School Program in Texas beginning December 1998, who demonstrate financial need. Students must be enrolled in a minimum of nine hours. Priority is given to students with the greatest unmet financial need. Funding is limited.

## **TASP Fee Waivers**

A limited number of TASP fee waivers are available to students who show financial need, and are Pell eligible. See Financial Aid Office.

## **Loans**

### **Federal Stafford Loans**

Stafford Student Loans may be made both by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The maximum interest on Stafford Student Loans is 8.25 percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a half time basis. There is a \$50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must attend a pre-loan counseling session annually prior to the certification of loan applications. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Contact the office of student financial aid and scholarships for further information.

### **Federal Unsubsidized Stafford Loans**

See financial aid office for more details.

### **Emergency Tuition Loan/Promissory Notes**

Tyler Junior College has established a limited Emergency Tuition Loan program to meet emergency needs of students who qualify. Loans are limited to the amount of tuition and fees and bear no interest. There is a \$25.00 fee on late payments. Students must have a financial aid file pending. Contact the office of student financial aid and scholarships for more information.

Emergency Tuition Loan/Promissory Notes are due and payable in full on or before the established due date each term. Any type of credit from financial aid, scholarships or other sources applied to the account prior to the due date for this loan will be used toward repayment of the loan. Students are responsible for paying any tuition, fees, room, board, loans or scholarships by appropriate due dates.

Once this loan has been granted and applied to the account, the student is responsible for payment of the loan by the due date unless a complete withdrawal form is completed and processed by the registrar's office prior to the **first day of class**. Failure to pay on or before the due date (see current class schedule), will result in your complete schedule being dropped for non-payment. Additional fees will be charged to your account. (Please note that unpaid loans will: (1) cause the student to be dropped from all classes for non-payment, (2) prohibit any future registration at Tyler Junior College, and (3) will cause academic transcripts to be withheld from release.) Outstanding loans are turned over to an agency for collection.

## **Employment**

### **College Work Study (CWS)**

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study. Students must be enrolled at least half-time and maintain a 2.0 gpa.

## **Student Assistants' Employment Program**

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program. Apply in the human resources office.

## **Off Campus Employment**

Various part-time employment opportunities are available in the Tyler community. Contact the career planning and placement office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

## **Satisfactory Academic Progress Requirement**

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the student financial aid and scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial Aid and Scholarships

Tyler Junior College, P. O. Box 9020, Tyler, Texas 75711

## **Vocational Rehabilitation Program**

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Vocational Rehabilitation Program, Tyler District Office, 3800 Paluxy, Suite 325, Tyler, Texas 75703.

## **Bureau of Indian Affairs**

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, P.O. Box 368, Anadarko, OK 73005-3668, 405-247-6673.

## **Tuition Exemption Program**

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. Eligible Exemptions and Waivers are as follows:

### **Tuition Exemptions**

1. Exemption of Certain Veterans, Dependents, etc. of the Armed Forces of the United States from Payment of Tuition.
2. Exemption of Certain Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard from Payment of Tuition.
3. Exemption of Highest Ranking Graduate of Accredited High Schools from Payment of Tuition for Two Semesters.
4. Exemption of Students from Other Nations of the American Hemisphere from Payment of Tuition.
5. Exemption of Deaf or Blind Students from Payment of Tuition.
6. Exemption of Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Corrections and Game Wardens from Payment of Tuition.
7. Exemption of Tuition for Firemen Enrolled in Fire Science Courses. (Letter required from employer each semester enrolled. Courses must be in fire protection program to qualify)
8. Exemption of Tuition for Children of Prisoners of War or Persons Missing in Action.
9. Exemption for Disabled Peace Officers. (With proper documentation. Letter from the agency they were employed with at time of disability).
10. Exemption for Certified Education Aides (With proper documentation from school approved by the Texas Education Agency).

### **Tuition Waiver Codes**

1. Application of resident rather than non-resident tuition to out-of-state students enrolled through the Academic Common Market.
2. Application of resident rather than non-resident tuition to military personnel and dependents.
3. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
4. Application of resident rather than non-resident tuition to residents of a bordering state who register at a Texas public junior college.
5. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
6. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least \$200 for the academic year or summer for which he/she is enrolled.
7. Application of resident rather than non-resident tuition for a person and dependents who owns property to ad valorem taxation by the junior college district in which the person is enrolling. Aliens not domiciled in the United States are not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes.
8. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas. Student must register at Tyler Junior College first in less than three semester hours.
9. Special tuition rates, caused by other statutory exemptions not included in numbers 1 to 8 or waivers not included in numbers 1-8 or 10-15.
10. Application of resident rather than non-resident for a Mexican national attending UT El Paso, UT at Brownsville, UT-Pan American, Sul Ross State University or Laredo State University who shows financial need.
11. Application of resident rather than non-resident tuition for a non-resident or foreign student who holds a competitive scholarship or stipend and is accepted in a clinical biomedical research training program leading to both a Doctor of Medicine and a Doctor of Philosophy degree.
12. Application of resident rather than non-resident tuition rate to a non-resident alien and his or her dependents stationed in Texas in keeping with the North Atlantic Treaty.
13. Application of resident rather than non-resident for a Mexican national attending a General Academic Teaching Institution who shows financial need.
14. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
15. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
16. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)

17. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying non-resident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas. Contact the admissions office for more information.

#### **\$1,000.00 Tuition Rebate (Available during student's senior year of college)**

\$1,000.00 tuition rebates are available for students who enrolled in a Texas public institution of higher education beginning the fall of 1997 or thereafter and complete a baccalaureate degree. Students must be Texas residents and complete all of their course work in Texas public institutions of higher education and must have paid resident tuition at all times. They must have attempted no more than three hours over the minimum number of semester hours required to complete a baccalaureate degree. This degree must be completed under the institutional catalog which the student is eligible to graduate.

## **Veterans' Services**

### **Veterans' G.I. Bill of Rights**

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits. The veterans' affairs office is located in the admissions office.

### **Veterans' Dependents' Aid**

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

### **Satisfactory Progress**

The Veterans Administration must be notified of unsatisfactory progress following each semester that a student does not maintain a 2.0 cumulative grade point average. Veterans should contact the Veterans' Services office for additional information.

## **Hazlewood Act**

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans' benefits may be exempt from tuition and educational related fees. All eligible veterans must fill out the Free Application for Federal Student Aid (FAFSA) every academic year, or provide proof of bachelor's degree. If Pell eligibility is established, these funds will pay first. **Student service fees and late charges will be the responsibility of the student and are to be collected on day of registration.**

### **Requirements:**

1. Qualify as a Texas resident.
2. Was a Texas resident at the time of entrance into the service.
3. Have an honorable discharge or discharge under honorable conditions.
4. Have a copy of discharge papers (DD 214) on file in the admissions office.
5. Present proof of ineligibility for any other federal assistance.
6. Must have served at least 180 days active military duty, excluding training.
7. Less than 150 credit hours on Hazlewood since fall 1995.

For further information, contact the coordinator of veterans' services in the admissions office.

# COLLEGE REGULATIONS

## Responsibility for Admission Requirements

Psychology 1100, Orientation, is required of all full-time beginning students. Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

## Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a non-refundable fee of \$10 will be charged.

## Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final date for changing courses can be found in the College calendar. A change-of-schedule fee of \$5 may be charged each time a change is processed. If dropping and adding classes result in additional charges, these must be paid on the day of schedule changes in order to reserve schedule. Tuition and fees must be paid in full to be officially enrolled and be on the class roll.

## Class Cancellation Policy

If dropping and adding classes results in additional charges, these charges must be paid on day of drop/add in order to reserve schedule. Courses may be cancelled for lack of sufficient enrollment at the close of registration each semester. Any course with fifteen or fewer students will be subject to review by the dean of the school where the course is offered. Program directors will have to provide adequate justification for the dean to make a decision to keep a class with fewer than fifteen students. Students in a cancelled class will be allowed to immediately register in another class. If dropping and adding classes result in additional charges, these must be paid on the day of schedule changes in order to reserve schedule. All tuition and fees must be paid to be officially enrolled and be on the class roll.

## Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of late registration or on the date specified in the College calendar.** A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

## Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

## Student Classification

The student's classification is based on cumulative college semester hours passed (not counting hours currently enrolled.) A student is classified as follows:

<b>Freshman</b>	Student who has 0-29 semester credit hours
<b>Sophomore</b>	Student who has 30-60 semester credit hours
<b>Unclassified</b>	Student who has 60 or more semester credit hours
<b>Part-time</b>	Student enrolled in fewer than 12 semester hours in a long semester or fewer than 6 hours in a summer term
<b>Full-time</b>	Student who is enrolled in a minimum of 12 semester hours in a long semester or 6 semester hours in a summer term

## Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the registrar's office and is subject to the College's administrative and refund policies.\*

## Reinstatements

A student who has been withdrawn from a course may be reinstated with the recommendation of the instructor and approval of the appropriate program director. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

## Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes.\*

## Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

\* For additional information see *Student Handbook*.

## Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D" or "F".

A student who fails to achieve a "C" average after accumulating 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after completion of each additional 12 semester hours. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive evaluation (12 additional semester hours credit), the student will receive notification that he/she must report for counseling before being allowed to register and continue on probation.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive evaluation (12 additional semester hours credit), he/she will be placed on academic suspension. Students on probation who achieve a "C" average for any given term will be allowed to continue on probation for the next term, **although the cumulative average is below 2.0**. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.\*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

**Students who have been on suspension from Tyler Junior College or another college who are allowed to register at Tyler Junior College must make a "C" average in all courses attempted that semester or they will be suspended for one year.**

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

## Grades and Reports

The standing of the student in each course is determined by class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Grades are mailed to students at the end of the semester at the students' permanent addresses.

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**NOTE: Some programs require a "C" or better as a passing grade.**

**\*For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be equivalent to one long semester.**

**Challenge of a final course grade must be initiated no later than the first ten days of the long semester\* following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the *Student Handbook*.**

## **Academic Fresh Start**

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the admissions office.

When students apply for "Academic Fresh Start" all credit 10 or more years old will not be used for admission.

## **Grading System**

- A**— 4 grade points per semester hour, an EXCELLENT performance
- B**— 3 grade points per semester hour, a GOOD performance
- C**— 2 grade points per semester hour, a FAIR performance
- D**— 1 grade point per semester hour, a POOR performance, but a passing grade
- F**— 0 grade points per semester hour, a FAILING grade
- I**— 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F
- IP**— 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only
- W**— 0 grade points, WITHDRAWN from course without failing, prior to the 15th week of semester, or 4th week of a summer term
- CR**— Credit by Examination or Advanced Placement; Credit by Articulation Agreement

## **President's List**

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must have a 4.0 grade point average (all "A's"), with a minimum of 12 hours of college level courses (1000 or above) with a 4.0. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

## **Dean's List**

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must have a 3.3 grade point average with a minimum of 12 hours of college level courses (1000 or above) with a 3.3. Students must have no "D's", "F's", "I's" or "IP's" in college level or developmental courses.

## **Graduating with Honors**

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on **all accumulated course work of college level courses (1000 or above) attempted.**

**Summa Cum Laude (Highest Honors)**—4.0 grade point average.

**Magna Cum Laude (High Honors)**—3.6 grade point average.

**Cum Laude (Honors)**—3.3 grade point average.

### **Semester Grade Point Average (SGPA):**

Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

### **Cumulative Grade Point Average (CGPA):**

Average will consist of the total of all college level work completed and/or accepted in transfer to Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

### **Degree Grade Point Average (DGPA):**

Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses used to meet graduation requirements. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

### **Total Grade Point Average (TGPA):**

Average will consist of the total of all coursework including developmental and college level courses. Total grade points earned in these courses will be divided by the number of semester hours for these courses.

## **Numbering of Courses**

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have four-digit numbers, the first number is a "0".

Tyler Junior College has joined the **Texas Common Course Numbering System Consortium** approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas.

The four-digit numbers will be used as follows:

First digit—to identify level (0—developmental, 1—freshman, 2—sophomore)

Second digit—to identify credit hour value

Third and Fourth digits—to establish course sequence.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

## Transfer Credit

All credits taken at a college or university accredited through one of the regional associations listed below will be evaluated toward a degree at Tyler Junior College:

Middle States Association of Colleges and Schools/Commission on Higher Education  
New England Association of Schools and Colleges  
North Central Association of Colleges and Schools  
Northwest Association of Colleges and Schools  
Southern Association of Colleges and Schools  
Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges  
Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to determine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors through instructional deans or counselors. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution. Credit transfer decisions will be based upon the following criteria:

1. the educational quality of the institution from which the student transfers;
2. the comparability of the nature, content, or level of credit earned to that offered by the receiving institution; and
3. the appropriateness and applicability of credit earned to the programs offered by the receiving institution.

**Articulation Agreements:** Tyler Junior College currently has transfer articulation agreements with numerous colleges/universities including Austin College, Baylor University, Midwestern State University, Texas A&M/School of Engineering, and Texas A&M University at Commerce. Also, Tyler Junior College participates in the Texas Common Course Numbering System which freely allows all of our required core curriculum courses to be transferable.

## Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

### Instructions for Completing the "Transfer Dispute Resolution" Form

#### Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload. The combined summer and MayMester load may not exceed 15 semester hours. Sophomore status is attained by the completion of 30 semester hours.

## Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent without proof of dependency.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** counseling office
3. **Financial records:** business office and financial aid office
4. **Medical records:** College nurse's office

## Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

**Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.**

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

## Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, Tyler Junior College protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student. However, discretion is used, releasing even directory information only when determined necessary to conduct school business or provide benefit to the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes President's and Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the

institution. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

## **Informed Consent**

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

## **Drug-Free Campus Statement**

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains detailed information about emotional, medical and legal consequences of drug use and abuse. Students found in use, possession or distribution of controlled substances on campus will receive both legal and College disciplinary actions. A student assistance program provides education, intervention, assessment and referral services for those with an abuse problem. Additional information about CONFIDENTIAL services is available in the student development office, counseling services or health services.

## **Change of Name or Address**

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

## **Student Consumer Information**

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

## **Student Right-To-Know**

"Tyler Junior College, in compliance with the Student Right-To-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the office of the Dean of Admissions."

# RESIDENCE OPERATIONS

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house 600 students. Each living unit is air-conditioned and features suites for four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry facilities for residents' use, as well as a microwave, TV and VCR for student's use in a common area.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall specialist and several student resident associates live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, providing of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in the Southwest Association of College and University Housing Offices.

College housing contracts are binding for an academic year, fall and spring semester. If a student signs a resident contract in the fall, it is binding through the spring semester if they remain enrolled. If a student signs a contract in the spring it is binding only until the end of that semester. Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College housing. Fall assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a security deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing are available upon request from the residential operations office. Assignment to a residence hall will be based on the date full payment for the semester (or proof of financial aid sufficient to cover tuition, fees, books, room and meals) is received. Summer housing costs and dates vary according to availability.

More information about the residential life program, including current costs, is available from the residential operations office located in the Purchasing Building or by calling 903-510-2674.

## College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the director of food services.

# HEALTH SERVICES

The health services office, located on the second floor of Rogers Student Center provides various health services.

Individuals are referred to appropriate sources when more definitive care is necessary. All expenses related to hospitals, medications and services of a physician, provided outside of health services, must be paid by the student. There may be minimal charges for various procedures performed in health services.

**Health Maintenance Programs** provided include blood pressure check, nutritional information, TB skin test, immunization, allergy injection, eye examination, consultation and referral.

**Health Education** literature, videos and presentations are available on health related topics such as specific illnesses, life skills, substance abuse, date rape and contagious diseases. Current information on HIV/AIDS and other sexually transmitted diseases is furnished.

**Health Insurance** is available at a reasonable rate from a private carrier. Additional information may be obtained in health services.

If a student requires transportation to a medical facility, campus safety or appropriate college personnel will contact Emergency Medical Services (EMS). **Under no circumstances may an employee of the College transport an injured or ill student from the campus.**

# STUDENT ACTIVITIES

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the *Tyler Junior College Student Handbook*.

## Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

## Apache Belles

A select women's organization, the group presents performances for half-time entertainment at College and professional games and entertains on other occasions. Throughout the year, special study is given to good taste in clothing, make-up, manners and general personal improvement.

## Apache Band

The Apache Band is the official College band open to all students who qualify by audition. The band performs at a large number of campus, athletic, and community events and also accompanies the Apache Belles. The Jazz Band, Apache Spirit Basketball Band, Instrumental Chamber Ensemble, Wind Ensemble, and Community Wind Ensemble are select groups of band students from the Apache Band chosen to play a wide variety of music.

## Concert Chorus

Open to all students who wish to sing, the choir represents the College in concerts on and off campus.

## Harmony and Understanding

A select group of singers from the Concert Chorus, Harmony and Understanding sings modern popular music.

## Chamber Singers

The Chamber Singers, a specially selected group of singers from the Concert Chorus, present primarily chamber choral literature.

## Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis and golf, and for women in basketball, volleyball and tennis.

## Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook*.

American Association of University

Women-On Campus

American Sign Language Club

Apache Belles

Apache Respiratory Care Club

Apache Spirit Squad

Association of Addiction Counseling Students

Beta Chi Beta

Campus Crusade for Christ

IMITE

La Mascaras

Minority Student Association

Phi Theta Kappa

Residence Assistants Association

Rho Beta Chi

Scholars Academy

Sledge Hall

Tae Kwon Do Club

TJC Cheerleaders

TJC English Honor Society

VINAS

Winning Opportunities for Women

## Religious Student Centers

Association of Baptist Students

Baptist Student Ministries

Tri-C

Wesley Foundation

## Residence Hall Government

Bateman Hall

Sledge Hall

# ACADEMIC ADVISING AND TESTING

All students new to Tyler Junior College are required to participate in a testing and advisement process after satisfying admissions requirements.

Academic advisement, such as course selection, interpretation of test scores, selection of a major field of study and interpretation of TJC course transferability, is offered to students by **academic counselors** assigned to the School of Business and Technology, the School of Health and Natural Sciences and the School of Liberal and Fine Arts.

Students are encouraged to identify a major interest area and consult the academic counselor assigned to the School which most closely represents that interest. Students whose major field of study has not been determined may consult with any academic counselor for initial advisement. All students are encouraged to contact the appropriate counselor's office by telephone to arrange a meeting with a counselor immediately upon the availability of test scores. (Business and Technology, 903-510-2347; Health and Natural Sciences, 903-510-2662; Liberal and Fine Arts, 903-510-2425).

Returning students with a selected major are advised by faculty advisors within their major program. These students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

**Professional counselors** in Rogers Student Center assist students with personal problems and concerns and provide referral information when requested.

## Summer Apache Orientation

Summer orientation sessions are available to students who wish to complete the orientation requirement and register early for the fall semester. Students who choose not to attend summer orientation must enroll in a one-semester hour class during their first semester. Students who participate in one of the summer orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty and peer advisors and other professionals and then complete registration procedures for the fall semester. The State Mandated Texas Assessment Skills Placement (TASP) test or the Tyler Junior College official alternative test to TASP must be taken and scores on file before attending a summer orientation session. The TASP or official alternative test will be used to assure that students are enrolled in classes compatible with their educational backgrounds and abilities. Students also have the opportunity to spend the night in a residence hall to see first-hand what college life is like, to meet some classmates for the coming semester and to become familiar with the campus before classes begin.

## Testing

### Admissions Test Score Requirement

All freshman and transfer students who plan to attend Tyler Junior College should contact the registrar's office to obtain their official TASP status.

TASP/Placement tests are required to place students into appropriate coursework.

Continued enrollment may be contingent on maintaining a 2.0 or above semester grade point average in each developmental course assigned. Call the TJC Testing Center, 903-510-2617 for more information.

## State Mandated Testing Requirements

### Texas Academic Skills Program (TASP)

See page 10 in this *Catalog*.

### Placement Tests

Beginning students who are TASP waived may be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College testing services.

### **Placement Test Retesting guidelines:**

1. Retest on placement tests is allowed only when approved by the Director of Testing or his designee.
2. A written request detailing circumstances accompanied by the Tyler Junior College retest form must be submitted by the applicant to the Director of Testing.
3. Examinees whose placement test scores fall within the range for developmental studies are required to follow Tyler Junior College policy concerning remedial course work.
4. Students who present evidence of successful completion of remediation are allowed to retest on placement tests. Once a retest has occurred, additional testing will need to be accomplished on the TASP.
5. Test results are valid for a two-year period.
6. Because of the aforementioned there is no need for a "waiting period" prior to retest.
7. Students needing testing accommodations, due to a physical or learning disability must contact support services. For more detailed information, see page 47 or call support services at 903-510-2667.

### **Credit by Examination**

#### **College Level Credit by Examination (CLCBE)**

Tyler Junior College does not award academic credit for work taken on a non-credit basis without appropriate documentation that the non-credit coursework is equivalent to a designated credit experience. However, Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-traditional Educational Support (DANTES), and certain specific departmental institutional tests. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. **There is a \$10 pre administration fee in addition to the cost of the tests. There is also a \$25 fee for posting credit by examination to college records.**

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College testing center.

### **Credit by Articulation Agreement**

Certain high school courses have been approved for college credit through articulation agreement between the faculty of both schools.

Please contact the admissions office for information regarding agreements with your school. Posting fee required.

### **Career Services Information**

Career information available for students includes exploration of career options, computer-based interest and personality assessments, occupational information, senior colleges and transfer information. Other services available include: job search information, referrals for part-time and full-time employment, employee information through specific program director liaisons and résumé help. Seminars are conducted on résumé writing, job search strategies and interview techniques throughout the year. A class, Career Development, is also offered each semester (HDEV 1370).

For more information, contact the Tyler Junior College Career Services office 903-510-2334 or visit our web-site at [www.tyler.cc.tx.us/CPSS](http://www.tyler.cc.tx.us/CPSS).

# SUPPORT SERVICES

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

## Academic Support/Peer Tutoring

Programs which have been developed to assist the student with weak academic skills are EXCEL, a nationally certified peer tutoring program which consists of one-on-one, group and/or open lab tutoring, college study skills assessment, study skills handouts and videos, and self-paced tutorial software programs in basic skills and TASP preparation. A tutoring lab, which is located in the Learning Loft on the third floor of Rogers Student Center, provides a convenient and accommodating environment for students.

For more information, contact support services in Rogers Student Center, 903-510-2395, TDD 903-510-2394, or 510-2892, or refer to the *Student Handbook*.

## Accommodations for the Student with a Disability

Tyler Junior College welcomes students with disabilities who have the potential for academic success in the post-secondary educational environment. TJC is committed to providing qualified students with disabilities equal access to its facilities, activities and programs. Section 504 of the Federal Rehabilitation Act of 1973 as amended, and the American with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable and appropriate accommodations for otherwise qualified students with disabilities. Accommodations may include, for example, permission to tape record lectures; relocation of classes or programs to accessible locations; arranging special testing locations; use of a sign language interpreter, etc. At TJC, accommodations are provided on an individual basis following presentation (by the student) and assessment of documentation that confirms the presence of a disability that causes a substantial limitation as defined under Section 504 and the ADA.

The ADA Documentation Review Committee (DRC) meets each Friday morning to review the documentation being presented by the potential or current TJC student who is requesting classroom accommodations for the first time. The DRC committee will make recommendations for classroom accommodations from documentation presented or request additional documents. The committee is made up of TJC professionals who have extensive experience in working with individuals with physical and/or learning disabilities.

To request accommodations, the student with a disability should arrange an appointment with a support services counselor to obtain the Request Accommodations Form (RAF). **Appropriate documentation of physical or psycho/educational evaluation that meets TJC guidelines or a referral from an appropriate rehabilitation agency (such as Texas Rehabilitation Commission or the Texas Commission for the Blind) that clearly documents the disability and supports the need for accommodations must be submitted for review by the DRC committee, before any accommodations can be arranged.** The deadline for applying for assistance with the support services office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time for review and adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

Support Services, located on the second floor of the Rogers Student Center, serves as a liaison between students with disabilities and faculty and staff at TJC. The provision of support services and reasonable accommodations is guided by College policies and procedures, which are implemented through the Support Services Office. It is the

intent of the ADA and TJC that responsibility for providing needed and appropriate support for students with disabilities is shared by students, faculty and staff. All students are expected to abide by College policies and procedures, including the Student Code of Conduct as outlined in the *Student Handbook* and other College publications.

Prospective and current students, parents and others interested in such services or more information should contact the support services office, Rogers Student Center, 903-510-2667, TDD 903-510-2394, or refer to the *Student Handbook*.

### **Section 504 and the American with Disabilities Act**

Tyler Junior College does not discriminate on the basis of disability in admission, access or operation of its programs, services, or activities, including hiring or employment practices. This notice is provided under provisions of Section 504 and the American with Disabilities Act of 1990 (ADA). Questions, concerns, or requests for additional information regarding the ADA or the complaint/grievance procedure on disability-related matters may be forwarded to the director of human resources, ADA Coordinator, at 510-2419 on the TJC campus. A copy of the grievance procedure may be obtained from the Human Resources or the Counselor/Director of Support Services in the Rogers Student Center.

Persons with disabilities who need special accommodations, including auxiliary aids for effective communication, to participate in programs, services or activities of Tyler Junior College are invited to make their needs and preferences known to the director of the program, service or activity in which the individual seeks to participate or to the ADA Coordinator.

This catalog is available upon request in an enlarged format from the Support Services office, and in addition it may be accessed through the Internet on the TJC home page.

### **TRIO Student Support Services**

Tyler Junior College TRIO is a program funded by the U.S. Department of Education that enables colleges to provide support services to assist students with reaching their potential and success.

The main goals for each student are to:

- Stay in college
- Graduate from a 2-year institution
- Transfer to a 4-year institution
- Graduate from a 4-year institution
- Create a campus climate supportive of under-prepared and under-represented students.

Students should apply for TRIO if they:

- Have an academic/educational need, AND/OR
- Are a first generation college student (neither of your parents have a four-year degree), AND/OR
- Are economically disadvantaged, AND/OR
- Have a physical/learning disability

TRIO's Plan for Success includes: cultural enrichment activities both on and off campus; individual academic counseling; tutoring; study skills seminars; financial aid information and guidance; financial planning workshops; scholastic probation prevention; academic advising and placement; individual instruction; TASP preparation seminars; university transfer information—including campus visits; and information and referral assistance.

For more information, contact support services in Rogers Student Center, 903-510-2621.

## **Adult Students in Vocational/Technical Programs**

A variety of support services are available for adults considering "re-entry" into education and/or employment. Special consideration will be given to single parents and displaced homemakers. For the student who can document financial need, limited financial support may be available for child care, books, or transportation reimbursement. Application deadlines to be considered for financial assistance are:

**Fall Semester—July 17, 2000**

**Spring Semester—November 6, 2000**

Applications must be picked up in the **Support Services** office. Students must meet all guidelines and submit all necessary documentation, with the notarized application, by the deadline. To be considered, the student must also apply for **Federal Student Aid (PELL)** through the Financial Aid office. Financial assistance eligibility is based upon the student's major, economic need, full time status, and availability of Carl D. Perkins Vocational and Applied Technology Grant Funds. As funding is limited, eligible students will be placed on a waiting list and awarded funds according to highest economic need. All students must reapply prior to the fall semester of each academic year.

For more information, contact **Support Services** in Rogers Student Center, **903-510-2395**, or **1-800-687-5680, ext. 2395**, or consult TJC's homepage at: <http://www.tyler.cc.tx.us>.

## **VAUGHN LIBRARY AND LEARNING RESOURCES CENTER**

The Vaughn Library and Learning Resources Center hosts a library collection of 70,000 volumes, the Vaughn Electronic Research Center (VERC), a multimedia non-print collection, and online access to numerous external resources, including the Internet. In addition, book collections for the health sciences, legal assistant, and other programs are housed here. Books from the library may be checked out with a current TJC student ID card, a TexShare card, or a Vaughn Library Courtesy card. Reference books, microfilm, and magazines are non-circulating; however, copy machines are located on each floor. Software in VERC includes word-processing, database and spreadsheet applications, and PowerPoint. Additional computer-assisted instruction programs covering chemistry, English, history, foreign language and other areas are available in Pirtle Technology building, Room T-315. Tapes from the video collection may be viewed on the library's second floor. Video programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home or—for many Tyler, Smith and Cherokee County residents—viewed on local cable. Computer resources for students may be available at other TJC off-campus teaching sites. Students may also check out materials through the Forest Trail Library Consortium, which includes over 30 libraries in the East Texas region. Check out the Vaughn Library homepage at <http://www.tyler.cc.tx.us/library>.

## **DISTANCE EDUCATION**

To meet the changing educational needs of its service area, Tyler Junior College provides distance education opportunities to students with special scheduling needs, at remote locations and at high schools and other regional centers. Distance education may be acquired by Internet, through telecourses (on videocassette or cable), or by two-way interactive television at area high schools and other selected sites. This past year, TJC distance students generated over 5,000 enrollments.

Many participating area high schools offer "dual credit" and "early admissions" courses from TJC through distance education. Internet classes and telecourses may be scheduled at any Tyler service area high school. High schools now offering courses by two-way interactive video include:

**Cherokee County**

Jacksonville ISD  
New Summerfield ISD

Troup ISD

Tyler ISD  
Whitehouse ISD  
Winona ISD

Mineola ISD

Quitman ISD  
Winnsboro ISD  
Yantis ISD

**Smith County**

Arp ISD  
Chapel Hill ISD  
Lindale ISD

**Wood County**

Alba-Golden ISD  
Hawkins ISD

**Van Zandt County**

Grand Saline ISD  
Van ISD

High school students qualifying for college admission (see Special Admissions on page 12) may also be able to enroll directly at TJC.

All students selecting distance education courses must have completed admission procedures prior to registering for classes and must participate in orientation activities for each class. Orientation activities will vary among courses. All courses will have on-campus orientations available at scheduled periods published through the TJC web site (<http://www.tyler.cc.tx.us>) and in the published schedule. Orientation in two-way interactive video classes will be held at the attendance sites during the first scheduled class. Other orientation activities may, at the instructor's option, be available by phone or by Internet. For additional information, you may call the Distance Learning Hotline at 903-510-2304 or, again, consult the web site at <http://www.tyler.cc.tx.us>.

## **Virtual College of Texas**

Distance courses not in the catalog or schedule may be available to Tyler Junior College students through a statewide consortium, the Virtual College of Texas. More than two hundred individual courses are available through the virtual college and may be viewed on the catalog at <http://www.vct.org>.

Virtual College of Texas courses may originate from any of the more than fifty public college systems in the state but have the same tuition, admission procedures and requirements, and appear the same on your transcript as any other Tyler Junior College courses.

For Virtual College classes, you will have access to the advisement, library and support services and other activities of the TJC system. You may also complete your exams in the Tyler Junior College testing center or, through appropriate arrangements, at an approved high school or other off-campus site.

Additional information on courses offered through the Virtual College may be obtained by e-mail at [vct@tyler.cc.tx.us](mailto:vct@tyler.cc.tx.us) or by calling the Distance Learning Hotline at 903-510-2304.

## **SUCCESS ORIENTED STUDIES**

Success Oriented Studies (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.

# WHAT WE OFFER

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## GRADUATE GUARANTEES

Tyler Junior College guarantees its associate in arts graduates that the courses required for graduation will transfer, and associate in applied science graduates that specific competencies will be taught. To qualify for this guarantee, the graduate must have completed at least 75 percent of their credits at TJC.

### Special Conditions

#### Associate in Arts Graduates

1. Tyler Junior College guarantees to its Associate in Arts graduates who have met the requirements for the degree, beginning September 1, 1992 and thereafter, that course credits will transfer as outlined in the Texas Higher Education Coordinating Board rules and regulations.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.
4. If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Admissions at Tyler Junior College within 15 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
5. If the courses are not transferable, Tyler Junior College will allow the student to take up to nine (9) semester credit hours of comparable courses, with waiver of tuition, which are acceptable to the receiving institution within a one-year period from granting of a degree at Tyler Junior College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course(s).
6. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
7. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

#### Associate in Applied Science and Technical Certificate Graduates

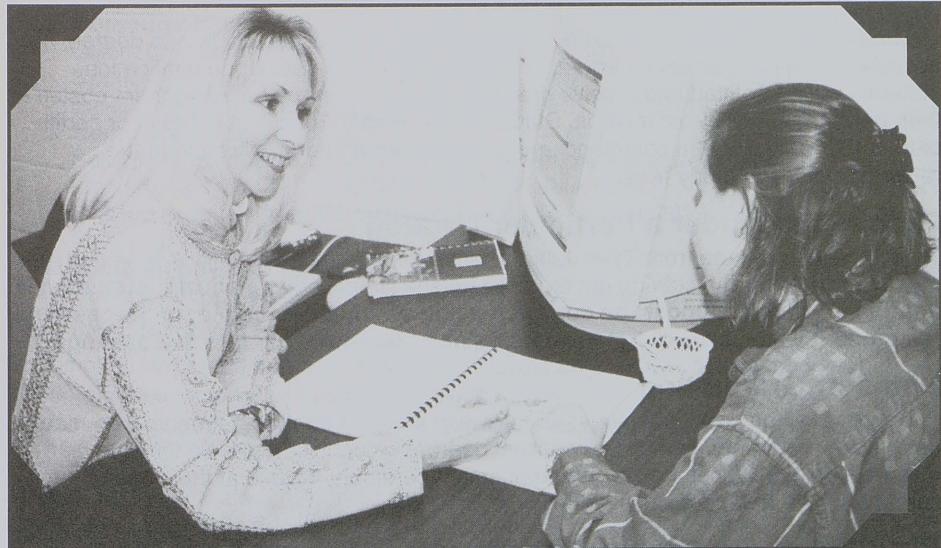
1. Tyler Junior College guarantees to its Associate in Applied Science and Technical Certificate graduates that if they are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific program, the graduate will be provided retraining with certain stipulations.
2. The graduate must have earned the A.A.S. degree or certificate beginning September 1, 1992 or thereafter in a technical program published in the College's *Catalog*.
3. The graduate must have completed the A.A.S. degree or certificate with at least 75 percent of the credits being earned at Tyler Junior College and must have completed the program within a four-year time span from initial enrollment.
4. Graduates must be employed full-time in an area directly related to the area of program concentration.
5. Employment must commence within 12 months of graduation.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

7. The employer, graduate and assigned representative(s) of the College will develop a written educational plan for retraining.
8. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within a calendar year from the time agreed upon in the educational plan.
10. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and/or other course related expenses.
11. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
12. The students' sole remedy against this College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

## Special Programs

**FAS-Track** is a focused, accelerated curriculum for the serious or advanced student. The program meets the needs of students who wish to complete the core curriculum or associate in arts degree quickly with minimal interference with work and family responsibilities. Students must have passed TASP, its equivalent, or be TASP exempt.

**Scholars Academy** is a program designed for students with outstanding academic achievement. It offers enriched activities, small classes, unique opportunities for independent learning and leadership training. Selective Admission.



*“As an Academic Counselor, I have the privilege of helping students set and work toward their academic and career goals. When I see my students walk across that stage at graduation, I know I have played a small part in helping them reach that goal. I share their joy and pride in what they have accomplished. ”*

**Carol A. Gilliland, Academic Counselor**

B.B.A., Stephen F. Austin State University

# DEGREES, CERTIFICATES AND GRADUATION

## General Graduation Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. The student must apply for a degree by the published deadline.
2. The student must complete 62 (unless a specific curriculum indicates otherwise) acceptable credit hours of work with an average grade of at least "C" (2.0) DGPA.
3. For degree completion, at least 25 percent of the credit semester hours must be earned through instruction completed at Tyler Junior College.
4. Students who first enrolled fall of 1989 or after, unless TASP Exempt, must pass all parts of the TASP or alternative TASP test or satisfy the TASP requirement by a "B" or better grade in a TASP-designated course, as stipulated by state guidelines.

Students should check senior college requirements.

### Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and approved by the appropriate dean.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and it is approved by the appropriate dean.

### Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College will monitor students' progress toward the associate in arts degree, the associate in applied science degree, and available certificates. Upon verification, students will be notified and receive credit for all awards earned, having them posted to their permanent academic records. Students who wish to receive a diploma or certificate and/or participate in commencement must make proper application to the registrar's office and pay fees.

### Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

### Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and summer semester.

### Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be July 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1. The student is responsible for checking with the cashier's office to pay any outstanding charges on their student account prior to graduation.

## Associate in Arts Degree

The associate in arts core is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general graduation requirements for all degrees, the associate in arts degree core requirements, and those courses required for one of the concentrations.

**Core Certificate: Students who complete the core curriculum may receive a certificate of completion.**

1. The core requirements for the **associate in arts\* degree are:**

- a. **ENGL 1301 and 1302 or 2311** (6 credit hours)
- b. **HIST 1301 and 1302 or 2303** (6 credit hours)

Students may substitute another American or Texas history course for one of the two classes. Students should check with the history department of the senior institution to which they intend to transfer.

- c. **GOVT 2305 and 2306** (6 credit hours)

- d. **College Level Algebra**, equivalent, or higher level math (3 credit hours)

Select one course from the following: MATH 1314, 1316, 1324, 1325, 1332, 1333, 1342, 2313, 2314, 2315, 2316, 2320, or 2412.\*\*

- e. **Laboratory Science** (8 credit hours) BIOL 2401 and 2402 are not recommended except for health and kinesiology or nursing majors.

- f. **Visual/Performing Arts** (3 credit hours)

Select one course from the following: ARTS 1301, 1303, 1304, DRAM 1310, 2361, 2362, MUSI 1306, 1308, or 1309.

- g. **Computer Science** (3 credit hours)

Select one course from the following: COSC 1300 or 1301.

- h. **Speech** (3 credit hours)

Select one course from the following: SPCH 1311, 1315, 1318 or 1321.

- i. **Humanities** (6 credit hours)

Select one course from the following: Sophomore literature, sophomore language, philosophy, or HUMA 1301, or HUMA 1302.

Select one course from the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2352 or 2353.

- j. **Social/Behavioral Science** (3 credit hours)

Select one course from the following: Any PSYC, SOCI, GEOG, or ECON course.

### Core Total: (47 credit hours)

2. Complete two credit hours of **Health and Kinesiology** (KINE activity courses).

3. Complete courses listed in one of the concentrations.

*Students who intend to transfer to a university and seek the baccalaureate degree should consult with an academic counselor or faculty advisor, inquire of the receiving university's course requirements and develop a degree plan accordingly.*

Work with your major advisor for any course substitution needed for your senior institution or associate degree plan. Course waivers/substitutions must be recommended by a program director and approved by an instructional dean.

NOTE: In all Associate degree plans, several disciplines are suggested as General Education electives. *Social/Behavioral Science* includes economics, geography, government, psychology, sociology, history and social work. *Humanities* include Bible, humanities, journalism (except publication classes), literature, sophomore foreign language, philosophy and sophomore sign language (SGNL 2301, 2302). *Fine/Visual Arts* include courses in the appreciation or history of art, drama and music. *Natural science* includes chemistry, biology, geology, physics and astronomy.

*\*Some degrees do not require completion of the core. Fields of study, upon approval, will surplanted core requirements.*

*\*\* Students who select the four semester credit hour course should be advised that only three semester credit hours count within the core curriculum.*

## Concentration in Agriculture

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Biology\*** (4 credit hours) From BIOL 1406, 1407, 1411, 1413, 2406

**Agriculture** (12 credit hours) and AGRI 1131

**Speech\*** (3 credit hours) From SPCH 1311, 1315 or 1321

\*Included in Core.

## Concentration in Art

*(Suggested for Fine Arts and Commercial Art Majors)*

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Art** (18 credit hours) To include 1311, 1312, 1316, 1317, 1303 and 1304

## Concentration in Behavioral Science

*(Majors in Psychology and Sociology)*

1. Complete general graduation and core requirements.
2. Complete these specific requirements.

**Behavioral Science** (6 credit hours) 6 hours in psychology for psychology majors or 6 hours in sociology for sociology majors (3 credit hours included in core)

**Student should check senior college requirements.**

## Concentration in Business Administration

1. Must see business academic advisor for transfer degree plan.
2. Complete general graduation and core requirements.
3. Complete these specific requirements:

**Business** (14 credit hours) BUSI 1301, ACCT 2401 & 2402, BUSI 2302 or approved elective

**Economics** (6 credit hours) ECON 2301\*, 2302

**Mathematics** (6 credit hours) MATH 1324, 1325, COSC 1475 for core computer course

\*Included in Core.

Students should check senior college requirements.

## Concentration in Computer Science

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Computer Science\*\*** (12 credit hours–3 hours in Core) From 1416, **1420, 1422, 1432, 2332, 2371**, or ENGR 2304 (Suggested course choices **highlighted**.)

**Laboratory Science\*\*** (7/8 credit hours) From \*Biology, \*Geology, +Chemistry or +Physics

**Mathematics** (6 credit hours–3 hours in Core) From MATH 1314, \*1324, \*1325, +1316, +2312, +2313, +2314, +2315, +2316

**Accounting** and/or additional **Laboratory Science** and/or additional **Mathematics**

(3/4 credit hours) From \*ACCT 2401, \*ACCT 2402 and/or from \*Biology, \*Geology, +Chemistry or +Physics and/or from +MATH list above or higher level course.

\* Recommended for business oriented degree.

\*Included in Core.

+Recommended for scientific or engineering oriented degree.

Students should check senior college requirements.

## Concentration in Construction Science

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**DFTG 1409, MATH 2412 or 1325, ACCT 2401, and BUSI 2301.**

## Concentration in Engineering

1. Must see engineering academic advisor for transfer degree plan.
2. Complete general graduation and core requirements.
3. Complete these specific requirements: **Mathematics**

(12 credit hours–3 hours in Core) To include MATH 2313, 2314, 2315

**Engineering** (6 credit hours) ENGR 2301 and 2302.

**Physics\*** (8 credit hours) From PHYS 2425, 2426 and 2427

**Chemistry** (4 credit hours) CHEM 1411

See academic advisor for core substitutions.

Students should check senior college requirements.

\*Included in Core.

## Concentration in Fine Arts

*(Speech/Drama/Theatre Arts/Dance/Art/Music)*

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Speech/Drama/Theatre Arts/Dance/ Art/Music** (15 credit course hours)

Students should check senior college requirements.

## Concentration in Forestry

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Forestry** (10 credit hours) FORE 1301, 1211, 1212, 2309

**Biology/Chemistry\*** (8 credit hours) BIOL 1411 and CHEM 1411

**Mathematics** (6 credit hours) MATH 1314\* and 1342

**Speech\*** (3 credit hours) SPCH 1311\*

**Electives to total 62 hours.** Students should check with the faculty advisor in the biology program to complete a degree plan for transferability.

\*Included in Core.

Students should check senior college requirements.

## Concentration in General Studies

1. Complete general graduation and core requirements.
2. Complete electives to total 62 credit hours.

Students should check senior college requirements.

## Concentration in Health and Kinesiology

1. Complete general graduation and core requirements.
2. Complete specific requirements according to the options indicated below:

### Athletic Trainer Option

**Psychology\*** (PSYC 2301) (3 credit hours)

**Mathematics\*** (MATH 1314 or 1342 recommended) (3 credit hours)

**Nutrition** (HOEC 1322) (3 credit hours)

**Health and Kinesiology** (Four activity courses, KINE 1301 and 6 hours of KINE and/or HLTH theory courses) (13 credit hours)

\*Included in Core.

### Health Studies Option

**Mathematics\*** (MATH 1314 or 1342 recommended) (3 credit hours)

**Sociology\*** (3 hour elective)

**Health and Kinesiology** (HLTH and KINE theory courses) (12 credit hours)

\*Included in Core.

### Kinesiology Option

**Mathematics\*** (MATH 1314 or 1342 recommended) (3 credit hours)

**Sociology\*** (3 hour elective)

**Health and Kinesiology** (KINE and HLTH theory courses; and two activity courses) (14 credit hours)

\*Included in Core.

Students should check senior college requirements.

## Concentration in Home Economics

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Home Economics** (12 credit hours)

Suggested electives from social science, laboratory science, humanities, home economics, health and kinesiology.

Students should check senior college requirements.

## Concentration in Horticulture

1. Complete general graduation and core requirements.
2. Complete these specific requirements:

**Biology\*** BIOL 1411, 2471 (8 credit hours)

**Agriculture** (12 credit hours) To include AGRI 1415, 1413, 1407

\*Included in Core.

Students should check senior college requirements.

## **Concentration in Industrial Technology**

*(Options in Industrial Technology, Industrial Safety, Industrial Distribution, Trades and Industries Education, Technical Professions Education or Technology Education)*

**Industrial Technology** focuses on supervision, administration, and other leadership positions in industrial production.

**Industrial Safety** emphasizes the field of loss management and the procedures for controlling the industrial environment through safety principles, practices and laws.

**Industrial Distribution** stresses required skills in purchasing, selling, installing, servicing, storing, and transporting industrial products.

**Trades and Industries Education** stresses technical knowledge and related industrial information for the purpose of teaching.

**Technical Professions Education** encompasses a wide variety of post-secondary technical programs which require a high degree of technical information.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed option in the Technology Department at UTT. Students should consult with their faculty advisor at UTT, the Engineering Technology program director at TJC or the Business and Technology academic counselor at TJC regarding specific degree plans.

## **Concentration in Interdisciplinary Studies**

*(Recommended for those students seeking elementary teacher certification)*

1. Complete general graduation and core requirements.

2. Complete these specific requirements:

**Mathematics** (6 credit hours) (3 credit hours included in core)

Choose from MATH 1314, 1332, 1333, or higher-level mathematics.

**ARTS 1413** (recommended)

**GEOG 1303** (recommended)

**MUSI 1304** (recommended)

**PSYC 2314\*** (recommended)

*\*Included in Core*

Students should check senior college requirements.

## **Concentration in Journalism**

*(Advertising, Broadcast Journalism, Magazine Journalism, News/Public Affairs Reporting, Photojournalism, Public Relations, Radio, Television, Film)*

1. Complete general graduation and core requirements.

2. Complete these specific requirements:

**Journalism** (12 credit hours) To include COMM 2311, 2315 and 2309.

Suggested electives from humanities, social science, foreign language, mathematics, and computer science.

*\*Included in Core*

Students should check senior college requirements.

## **Concentration in Liberal Arts**

*(Majors in History, Modern Language, Government, Economics, English and Pre-Law)*

1. Complete general graduation and core requirements.
2. History majors must take HIST 2311 and 2312.

**Foreign/Modern Language** recommended (8–14 credit hours)

Students should check senior college requirements.

## **Concentration in Mathematics**

1. Complete general graduation and core requirements.
2. Complete these specific requirements: **Mathematics** (15 credit hours)

To include MATH 2313, 2314, 2315

**Computer Science** (6 credit hours) (3 credit hours included in core)

From ENGR 2304 or 1420 or 1416

Students should check senior college requirements.

## **Concentration in Music**

1. Complete general graduation requirements and 31 hours of the core requirements.  
(See academic counselor or faculty advisor for suggested degree plan.)
2. Complete these specific requirements:  
**Music** (35 credit hours) including (12) Theory—MUSI 1311, 1312, 2311, 2312 (4) Sight Singing and Ear Training—MUSI 1116, 1117, 2116, 2118 (12) Private lessons (instrument and/or voice) (4) Ensemble (band, choir, etc.) (3) Literature—MUSI 1308 or 1309 (must be taken during freshman year)

## **Concentration in Natural Sciences**

*(Majors in Biology, Chemistry, Environmental Science, Geology, Meteorology, Physics, Pre-Medicine, Pre-Dental, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Medicine, Pre-BSN)*

1. Complete general graduation and core requirements.
2. Complete these specific requirements\*:

**Chemistry**\*\* (8 credit hours)

**Additional Laboratory Science** (8 credit hours)

**Mathematics** (6 credit hours)

MATH 1314\*\* and 2412 or higher level mathematics

\*Course substitutions may be available depending on major and/or transfer degree requirements.

See academic advisor.

\*\*Included in Core.

## Concentration in Speech/Theatre

1. Complete general graduation and core requirements.

2. Complete these specific requirements:

### Speech/Theatre (15 credit hours)

To include:

1. SPCH 1342 or DRAM 2336

(Choice of major determines course selection. Theatre majors will take DRAM 2336.

Speech Communication majors take SPCH 1342. Students taking both Speech and Theatre concentration may choose either. Cannot take both for credit.)

2. SPCH 2341 (for Speech majors)

Students should check senior college requirements.

## Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing required courses in the following programs:

Air Conditioning and Refrigeration

Associate Degree Nursing

Business Management

Child Development

Commercial Art

Computer-Aided Drafting & Design

Computer Science

Application Programming

Networking Technologies

Criminal Justice

Dental Hygiene

Diagnostic Medical Sonography

Electronics Technology

Emergency Medical Service Professions

Farm and Ranch Management

Fire Protection Technology

Graphic Arts

Health Information Technology

Human Services (Substance Abuse Counseling Option)

Interpreter Training (Sign Language)

Legal Assistant

Medical Laboratory Technician

Microcomputer Service

Office Technology

Radiologic Technology

Recreation Leadership-Tennis Teaching

Respiratory Care

Surgical Technology

Surveying and Mapping Technology

Vision Care Technology

Welding

Health science students should contact the program director or academic counselor for specific application information and deadlines. See Selected Admissions on page 10.

## Enhanced Skills Certificates (Tech-Prep)

Child Development

Computer-Aided Drafting and Design

Diagnostic Medical Sonography

Electronics Technology

Farm and Ranch Management

Health Information Technology

## Proficiency Certificates

Advanced Network Administration	Interpreter Training
Air Conditioning and Refrigeration	(Sign Language)
Business Management	Medical Office Management
Child Development	Medical Transcriptionist
Commercial Art	Microcomputer Service
Computer-Aided Drafting & Design	Network Administration
Computer Information	Office Technology
Systems Management	Pharmacy Technology
Computer Information	Photography
Systems Applications	Recreation Leadership:
Criminal Justice—Law Enforcement Option	Tennis Teaching
Emergency Medical Service Professions	Surgical Technology
Farm and Ranch Management	Surveying and Mapping Technology
Fire Protection Technology	Vision Care Technology
Graphic Arts	Vocational Nurse Education
Human Services (Substance Abuse Counseling Option)	Welding
Information Systems Technologist	Welding, SMAW Structural
Internet Administration	Welding, GMAW Wire
	Welding, GTAW

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C."

- Emergency Medical Services Professions
- Medical Transcription
- Pharmacy Technology
- Surgical Technology
- Vocational Nurse Education
- Vision Care Technology

## Computer Development

### Child Development

### Commercial Art

### Computer-Aided Drafting & Design

### Computer Information

### Computer Systems Management

### Emergency Medical Service Professions

### Fire Protection Technology

### Graphic Arts

### Human Services (Substance Abuse     Counseling Option)

### Information Systems Technologist

### Internet Administration

## Health Science

### Medical Transcription

### Medical Office Management

### Medical Transcriptionist

### Microcomputer Service

### Network Administration

### Office Technology

### Pharmacy Technology

### Photography

### Recreation Leadership:

### Tennis Teaching

### Surgical Technology

### Surveying and Mapping Technology

### Vision Care Technology

### Vocational Nurse Education

### Welding

### Welding, SMAW Structural

### Welding, GMAW Wire

### Welding, GTAW

# Air Conditioning and Refrigeration Curriculum 7221

(Associate in Applied Science Degree)

## First Year

### Semester I

- HART 1401 Electricity Principles
- HART 1407 Refrigeration Principles
- HART 1371 Welding Procedures
- MCHN 1301 Sheet Metal I
- ENGL 1301 Composition and Rhetoric

### Semester II

- HART 1403 A/C Control Principles
- HART 1441 Residential Air Conditioning
- HART 1445 Gas and Electric Heating
- TMTH 1301 Applied Mathematics
- Humanities/Fine Arts Elective

## Second Year

### Semester III

- HART 1442 Commercial Refrigeration
- HART 2438 Air Conditioning Installation/Service
- HART 2445 Air Conditioning Systems Design
- COSC 1301 Microcomputer Applications
- Social/Behavioral Science Elective

### Semester IV

- HART 1449 Heat Pumps
- HART 2436 Troubleshooting (Capstone)
- HART 2471 Commercial Ice Machines
- SPCH 1321 Business and Professional Speaking
- KINE (1 credit hour)

**Total Semester Hours—69**

**Bold courses represent general education courses.**

*(Certificate of Proficiency, Air Conditioning 7221A) TASP Waived*

## First Year

### Semester I

- HART 1401 Electricity Principles
- HART 1407 Refrigeration Principles
- MCHN 1301 Sheet Metal I
- HART 1371 Welding Procedures
- HART 1441 Residential Air Conditioning

### Semester II

- HART 1403 A/C Control Principles
- HART 1445 Gas and Electric Heating
- HART 1449 Heat Pumps
- HART 2445 Air Conditioning Systems Design
- HART 2436 Troubleshooting

## Summer Session

- HART 2438 Air Conditioning Installation/Service (Capstone)

**Total Semester Hours—42**

*(Certificate of Proficiency, Commercial Refrigeration 7221C) TASP Waived*

### Semester I

- HART 1407 Refrigeration Principles
- HART 1401 Electricity Principles
- HART 1371 Welding Procedures
- HART 1442 Commercial Refrigeration

### Semester II

- HART 1403 A/C Control Principles
- COSC 1301 Microcomputer Applications
- HART 2471 Commercial Ice Machines (Capstone)

**Total Semester Hours—26**

*(Certificate of Proficiency, Major Home Appliances 7221D) TASP Waived*

### Semester I

- HART 1407 Refrigeration Principles
- HART 1401 Electricity Principles
- HART 1371 Welding Procedures
- MAIR 1341 Domestic Cooking Equipment

### Semester II

- HART 1403 A/C Control Principles
- COSC 1301 Microcomputer Applications
- MAIR 1345 Dryers, Washers, and Dishwashers
- MAIR 1449 Refrigerators, Freezers, Window Air Conditioners (Capstone)

**Total Semester Hours—28**

# Business Management Curriculum 5822

(Associate in Applied Science Degree)

## First Year

### Semester I

**BUSG 1301** Introduction to Business  
**ACNT 1303** Introduction to Accounting I  
**HRPO 2307** Organizational Behavior  
**COSC 1475** Business Information Systems  
**ENGL 1301** Composition and Rhetoric  
**KINE** (1 credit hour)

### Semester II

**ACNT 1304** Introduction to Accounting II\* **OR**  
**BMGT 1303** Principles of Management I\*\*  
**ENGL 1302** Composition and Rhetoric  
**MATH** College Algebra or Modern Math I  
**POFT 2312** Business Communications II  
**SPCH 1321** Business and Professional Speaking

\*For the student in the Business option.

\*\*For the student in the Management option.

(Management Option, Business Management 5822C)

## Second Year

### Semester III

**BUSG 2309** Small Business Management  
**BUSG 1371** Ethics for Business and Management  
**BMGT 2368** Practicum  
**BMGT 2309** Leadership  
**ECON 2302** Principles of Economics II-Micro  
Approved Elective\*\*\*

### Semester IV

**BMGT 2303** Problem Solving and  
Decision Making (Capstone)  
**HRPO 2301** Human Resources Management  
**POFT 1313** Professional Development of  
Office Personnel  
**BUSI 2302** Legal Environment of Business  
Humanities/Fine Arts Elective

Total Semester Hours—65

\*\*\* Approved Electives: **BMGT 1391**; **MRKG 1311, 1391**; **IBUS 1391**; **BUSI 1311**; **GEOG 1303**; **ITSC 1305, 2331, 2409**; **GRPH 1322**; **OFFT 2338**; and **MATH 1333**.

(Business Option, Business Management 5822B)

## Second Year

### Semester III

**BMGT 2309** Leadership  
**BMGT 2368** Practicum  
**BUSG 1371** Ethics in Business and Management  
**ITSC 2331** Integrated Software Applications III  
**ECON 2302** Principles of Economics—Micro  
Approved Elective\*\*\*

### Semester IV

**BUSI 2302** Legal Environment of Business  
**BMGT 2303** Problem Solving and  
Decision Making (Capstone)  
**POFT 1313** Professional Development for  
Office Personnel  
**HRPO 2301** Human Resources Management  
Humanities/Fine Arts Elective

Total Semester Hours—65

\*\*\* Approved Electives: **IBUS 1391**; **BUSI 1311**; **BMGT 1302, 1391**; **COSC 2472**; **GEOG 1303**; **GRPH 1322**; **OFFT 2326, 2338**; **MATH 1333**; and **MRKG 1301, 1391**.

(Industrial Option, Business Management 5822J)

## Second Year

### Semester III

**ECON 2302** Principles of Economics II—Micro  
**BMGT 1331** Production & Operations Management  
**BUSA 1343** Industrial Economics  
**BUSG 1371** Ethics in Business and Management  
**BMGT 2368** Practicum

### Semester IV

**BMGT 2347** Critical Thinking and Problem Solving  
**BMGT 2309** Leadership  
**HRPO 2301** Human Resources Management  
**BUSI 2302** Legal Environment of Business  
**BMGT 2303** Problem Solving and  
Decision Making (Capstone)  
Humanities/Fine Arts Elective

Total Semester Hours—65

**Bold** courses represent general education courses.

*(Designated Business Certificate 5822E) TASP Waived*

**Semester I**

**BUSI 1301** Introduction to Business  
**ACNT 1303** Introduction to Accounting I  
**SPCH 1321** Business and Professional Speaking  
**COSC 1475** Business Information Systems  
**HRPO 2307** Organizational Behavior

**Semester II**

**ACNT 1304** Introduction to Accounting II  
**BUSI 2302** Legal Environment of Business  
**POFT 1313** Professional Development for Office Personnel (Capstone)  
**POFT 2312** Business Communications II  
**BMGT 2368** Practicum

**Total Semester Hours—31**

*(Designated Industrial Certificate 5822K) TASP Waived*

**Semester I**

**BMGT 1301** Principles of Management  
**HRPO 2307** Organizational Behavior  
**BMGT 1331** Production & Operations Management  
**COSC 1475** Business Information Systems  
**BUSG 1371** Ethics in Business and Management

**Semester II**

**BMGT 2347** Critical Thinking & Problem Solving  
**BMGT 2303** Problem Solving and Decision Making (Capstone)  
**BUSA 1343** Industrial Economics  
**HRPO 2301** Human Resources Management  
**BMGT 2309** Leadership

**Total Semester Hours—31**

*(Designated Management Certificate 5822F) TASP Waived*

**Semester I**

**BUSI 1301** Introduction to Business  
**BMGT 1303** Principles of Management  
**HRPO 2307** Organizational Behavior  
**POFT 2312** Business Communications II  
**COSC 1475** Business Information Systems

**Semester II**

**BUSG 2309** Small Business Management  
**HRPO 2301** Human Resources Management  
**BUSI 2302** Legal Environment of Business  
**POFT 1313** Professional Development for Office Personnel (Capstone)  
**BMGT 2368** Practicum

**Total Semester Hours—31**

*(Leadership Certificate 5822I) TASP Waived*

*Selective admission, industry sponsorship required.*

**Semester I**

**BMGT 2341** Strategic Management

**Semester II**

**HRPO 2301** Human Resources Management

**Semester III**

**BMGT 2309** Leadership

**Semester IV**

**BMGT 2303** Problem Solving and Decision Making

**Semester V**

**BMGT 1307** High Performance Work Teams (Capstone)

**Total Semester Hours—15**

# Child Development Curriculum 5222

## First Year

### Semester I

**CDEC 1311** Introduction to Early Child Development  
**CDEC 2326** Administration of Programs for Children I  
**CDEC 1313** Curriculum Resources in Early Childhood Programs  
**COSC 1301** Microcomputer Applications

### Semester II

**CDEC 1303** The Family and the Community  
**CDEC 1354** Child Growth and Development  
**CDEC 1358** Creative Arts for Early Childhood  
**CDEC 1318** Nutrition, Health and Safety  
**PSYC 2301** Introductory Psychology

### Summer Session I (5 weeks)

**CDEC 2386** Internship I

### Summer Session II (5 weeks)

**CDEC 2387** Internship II

### Semester III

**CDEC 1359** Children with Special Needs  
**CDEC 1319** Child Guidance  
**MATH 1332** Introduction to Modern Math I  
**ENGL 1301** Composition and Rhetoric  
**BUSG 2309** Small Business Management

### Second Year

### Semester IV

**CDEC 1394** Studies in Early Childhood  
**CDEC 2328** Administration of Programs For Children II  
**KINE** (1 credit hour)  
**Speech Elective**  
**Government**

**Bold** courses represent general education courses.

**Total Semester Hours—61**

### (Certificate of Proficiency 5222A) TASP Waived

### Semester I

**CDEC 1311** Introduction to Early Child Development  
**CDEC 2326** Administration of Programs for Children I  
**CDEC 1313** Curriculum Resources in Early Childhood Programs  
**COSC 1301** Microcomputer Applications

### Semester II

**CDEC 1303** The Family and the Community  
**CDEC 1354** Child Growth and Development  
**CDEC 1358** Creative Arts for Early Childhood  
**CDEC 1318** Nutrition, Health and Safety  
**PSYC 2301** Introductory Psychology\*

### Summer Session I (5 weeks)

**CDEC 2386** Internship I

### Summer Session II (5 weeks)

**CDEC 2387** Internship II

**Total Semester Hours—33**

### (Tech-Prep Enhanced Skills Child Development Certificate 5222B)\* TASP Required

**ITSC 1305** Introduction to PC Operating Systems  
**CPMT 1349** Computer Networking Technology

**Total Semester Hours—6**

\*Prerequisite: AAS in Child Development.

# Computer-Aided Drafting and Design Curriculum 8622

## First Year

### Semester I

**DFTG 1305** Technical Drafting  
**DFTG 1358** Electrical/Electronics Drafting  
**DFTG 1409** Basic Computer-Aided Drafting  
**ENGL 1301** Composition and Rhetoric  
**TMTH 1301** Applied Mathematics OR  
**MATH 1413** College Algebra  
**KINE (1 credit hour)**

### Semester II

**DFTG 1356** Descriptive Geometry  
**DFTG 2402** Machine Drafting  
**DFTG 1470** Introduction to MicroStation  
**ENGL 2311** Technical Report Writing  
**TMTH 1302** Applied Trigonometry OR  
**MATH 1316** College Trigonometry

## Second Year

### Semester III

**DFTG 1317** Architectural Drafting—Residential  
**DFTG 1344** Pipe Drafting  
**DFTG 2310** Structural Drafting  
**DFTG 2312** Technical Illustration  
**SPCH 1321** **Business and Professional Speaking** Advanced Drafting Elective  
**Behavioral/Social Science Elective**

### Semester IV

**DFTG 1448** Topographical Drafting  
**DFTG 2340** Solid Modeling/Design  
**DFTG 2332** Advanced Computer-Aided Drafting (Capstone)  
**Advanced Drafting Elective**  
**Humanities/Fine Arts Elective**

**Total Semester Hours—68**

Approved drafting electives: *DFTG 1354, 2308, 2386*.

Approved social/behavioral science electives: *Government, History, Economics, Psychology, Sociology*.

Approved humanities/fine arts electives: *Bible, Humanities, Journalism, Literature, Modern Language, Philosophy, Art Appreciation, Drama Appreciation, Music Appreciation*.

**Bold** courses represent general education courses.

## (*Certificate of Proficiency in Computer-Aided Drafting 8622A*) TASP Waived

### Semester I

**DFTG 1305** Technical Drafting  
**DFTG 1358** Electrical/Electronics Drafting  
**DFTG 1409** Basic Computer-Aided Drafting  
**DFTG 1470** Introduction to MicroStation  
**TMTH 1301** Applied Mathematics

### Semester II

**DFTG 2402** Machine Drafting  
**DFTG 2332** Advanced Computer-Aided Drafting (Capstone)  
**Computer-Aided Drafting Elective**  
**Computer-Aided Drafting Elective**  
**TMTH 1302** Applied Trigonometry

**Total Semester Hours—33**

## (*Tech-Prep Enhanced Computer-Aided Drafting Certificate*)\* TASP Required

**COSC 1301** Microcomputer Applications  
**CPMT 1349** Computer Networking Technology

**Total Semester Hours—6**

\*Prerequisite: *AAS in Computer-Aided Drafting*

# Computer Science Curriculum 6021

(*Certificate of Proficiency, Computer Information Systems Applications 6021B*)

## Semester I

- COSC 1420** Computer Programming: C
- COSC 1475** Business Information Systems (Capstone)†
- ITSC 1317** PC Operating Systems–DOS
- CPMT 1349** Computer Networking Technology
- ITSC 1313** Internet/Web Page Development

(*Certificate of Proficiency, Computer Information Systems Management 6021C*)

## Semester I

- COSC 1420** Computer Programming: C
- COSC 1475** Business Information Systems
- ITSC 1317** PC Operating Systems–DOS
- CPMT 1349** Computer Networking Technology
- ITSC 1313** Internet/Web Page Development

## Semester II

- Computer Science Programming Elective\*
- ITSE 2409** Introduction to Database Programming
- CPMT 1411** Introduction to Computer Maintenance
- Network Administration Elective (Capstone)†
- ENGL 1301** Composition and Rhetoric

\*Computer Science Programming Electives: COSC 1416, 1422, 1432, and 2471.

\*\*Network Administration Electives: ITNW 1320 and 2301.

(*Certificate of Proficiency, Web Master 6021F*)

## Semester I

- CPMT 1349** Computer Networking Technology
- ITSC 1305** Intro to PC Operating Systems **OR**
- ITSC 1321** PC Operating Systems–Windows
- Graphic Arts Elective\*
- POFT 1302** Business Communications I

## Semester II

- ITSE 1305** Web Authoring and Publishing for NetWare 5
- ITNW 2454** Internet/Intranet Server (Capstone)†
- Network Administration Elective\*\*

\*Approved Graphic Arts Electives: GRPH 1322, 2341, 1359, and 1325.

\*\*Network Administration Electives: ITNW 1320, 2301, or appropriate Special Topics.

NOTE: ITNW 1320 is required for Novell Web Certification

(*Certificate of Proficiency, Advanced Network Administration—Novell Option 6021G*)

## Two Semesters

- ITSC 1317** PC Operating Systems–DOS
- CPMT 1349** Computer Networking Technology
- ITNW 1320** Netware 5 Administration
- ITNW 2338** Netware 5 Advanced Administration
- ITNW 1343** Network Technologies
- ITNW 2331** Novell Service and Support
- ITNW 2342** Novell NDS Design and Imp for NW5 (Capstone)†
- Elective\*

\* Electives: ITNW 2337, 2341, and 2349.

(*Certificate of Proficiency, Advanced Network Administration—Microsoft Option 6021G*)

## Two Semesters

- ITSC 1317** PC Operating Systems–DOS
- CPMT 1349** Computer Networking Technology
- ITNW 2301** Administering Microsoft Windows NT
- ITNW 2351** Microsoft Windows NT Core Technology
- ITNW 2353** Supporting Microsoft Proxy Server 2.0
- ITNW 2356** Supporting Microsoft Windows NT 4.0—Enterprise Technologies (Capstone)†
- ITNW 1352** Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0

*(Associate in Applied Science Degree,  
Networking Technologies Option—Novell Option 6021D)*

**First Year**

**Semester I**

**COSC 1420** Computer Programming: C  
**COSC 1475** Business Information Systems  
**ITSC 1317** PC Operating Systems—DOS  
**CPMT 1349** Computer Networking Technology  
**ITSC 1313** Internet/Web Page Development

**Semester II**

Computer Science Programming Elective\*  
**CPMT 1411** Introduction to Computer Maintenance  
**ITNW 1320** NetWare 5 Administration and  
**ITNW 2338** NewWare 5 Adv Administration  
**ENGL 1301** Composition and Rhetoric

**Second Year**

**Semester III**

**ITNW 2342** NDS Design & Imp. for NewWare 5†  
**ITNW 2331** Novell Service and Support &  
**ITNW 1343** Networking Technologies  
**SPCH 1321** **Business and Professional Speaking**  
**ITSW 1306** Unix Operating System I (LINUX)  
**KINE** (1 credit hour)

**Semester IV**

Novell Elective\*\*  
**College Level Mathematics** (3 hours)  
**Humanities/Fine Arts Elective**  
**Social/Behavioral Science Elective**

\*Computer Science Programming Electives: COSC 1416, 1422, 1432, and 2471.

\*\*Novell Electives: ITNW 2337, 2341, and 2349.

† Capstone course.

**Bold** courses represent 15 hours of general education requirements.

*(Associate in Applied Science Degree,  
Networking Technologies Option—Microsoft Option 6021D)*

**First Year**

**Semester I**

**COSC 1420** Computer Programming: C  
**COSC 1475** Business Information Systems  
**ITSC 1317** PC Operating Systems—DOS  
**CPMT 1349** Computer Networking Technology  
**ITSC 1313** Internet/Web Page Development

**Semester II**

Computer Science Programming Elective\*  
**CPMT 1411** Introduction to Computer Maintenance  
**ITNW 2301** Administering Microsoft Windows NT  
**ITNW 2351** Microsoft Windows NT Core Technology  
**ENGL 1301** Composition and Rhetoric

**Second Year**

**Semester III**

**ITNW 2356** Supporting Microsoft Windows NT  
Server 4.0-Enterprise Technologies†  
**ITNW 1352** Internetworking Microsoft TCP/IP on  
Microsoft Windows NT 4.0

**Semester IV**

**ITNW 2353** Supporting Microsoft Proxy Server 2.0  
**College-Level Mathematics** (3 hours)  
**Humanities/Fine Arts Elective**  
**Social/Behavioral Science Elective**

**SPCH 1321** **Business and Professional  
Speaking**

**ITSW 1306** Unix Operating System I (LINUX)

**KINE** (1 credit hour)

\*Computer Science Programming Electives: COSC 1416, 1422, 1432, and 2471.

† Capstone course.

**Bold** courses represent 15 hours of general education requirements.

# Computer Science Curriculum 6021 TASP Waived

(Associate in Applied Science Degree,  
Applications Programming Option 6021A)

## First Year

### Semester I

**COSC 1420** Computer Programming: C  
**COSC 1475** Business Information Systems  
**ITSC 1317** PC Operating Systems–DOS  
**ITNW 1392** Special Topics in MIS  
**ITSC 1313** Internet/Web Page Development

### Semester II

**COSC 2471** Advanced Programming: C  
**ITSE 2409** Introduction to Database Programming  
**CPMT 1411** Introduction to Computer Maintenance  
**ENGL 1301** Composition and Rhetoric

## Second Year

### Semester III

**COSC 1416** Computer Programming: Visual Basic  
**COSC 1432** Computer Programming: COBOL  
**ITSW 1306** Unix Operating Systems I (LINUX)  
**3 hours of College-Level Mathematics**  
**SPCH 1311** Introduction to Speech  
Communication

### Semester IV

**ACCT 2401** Principles of Financial Accounting\*  
Advanced Programming Elective\*\*  
**ITSE 1350** Systems Analysis and Design†  
**Social/Behavioral Science Elective**  
**Humanities/Fine Arts Elective**  
**KINE** (1 credit hour)

**Total Semester Hours—??**

\* Replace ACCT 2401 with ACNT 1303 Introduction to Accounting I and ACNT 1304 Introduction to Accounting II.

\*\* Advanced Programming Electives: COSC 2332; ITSE 2349.

† Capstone course.

**Bold** courses represent 15 hours of general education requirements.

(Associate in Applied Science Degree,  
Information Systems Technical Support 6021E)

## First Year

### Semester I

**COSC 1420** Computer Programming: C  
**COSC 1475** Business Information Systems  
**ITSC 1305** Introduction to PC Operating Systems  
**CPMT 1349** Computer Networking Technology  
**ITSC 1313** Internet/Web Page Development

### Semester II

Computer Science Programming Elective\*\*  
**ITSE 2409** Introduction to Database Programming  
**CPMT 1411** Introduction to Computer Maintenance  
**ENGL 1301** Composition and Rhetoric

## Second Year

### Semester III

**ITSW 1306** Unix Operating Systems I (LINUX)  
**SPCH 1321** Introduction to Speech Comm  
**KINE** (1 credit hour)  
**ITSW 1311** AS/400 Operations I  
**ITSC 2331** Int SW Apps III  
**BUSG 2309** Small Business Management

### Semester IV

**ITSW 1392** Special Topics in MIS  
**3 hours of College-Level Mathematics**  
**ITSE 1350** Systems Analysis (Capstone)†  
**Social/Behavioral Science Elective**  
**Humanities/Fine Arts Elective**

\*\* Computer Science Programming Electives: COSC 1416, 1422, 1432, and 2471.

# Criminal Justice Curriculum 7021

(Law Enforcement Option 7021)

## First Year

### Semester I

**ENGL 1301** Composition and Rhetoric  
**CRIJ 1301** Introduction to Criminal Justice\*\*  
**CJSA 1359** Police System and Practices\*\*  
**CRIJ 1307** Crime in America\*\*  
**KINE** (1 credit hour)  
**COSC 1301** Microcomputer Applications

### Semester II

**ENGL 1302** Composition and Rhetoric  
**SPCH 1321** Business and Professional Speaking  
**CRIJ 1306** The Courts and Criminal Procedure\*\*  
**CRIJ 1310** Fundamentals of Criminal Law\*\*  
**CJLE 2420** Texas Peace Officer Procedures\*\*†

## Second Year

### Semester III

**GOVT 2305** American Government  
**TMTH 1301** Applied Mathematics  
or Higher Level Mathematics  
**CJSA 1308** Criminalistics I  
**CJSA 2300** Legal Aspects of Law Enforcement\*\*  
**CJLE 2421** Texas Peace Officer Law\*\*†  
Humanities/Fine Arts Elective

### Semester IV

**GOVT 2306** American State Government  
**CJLE 2522** Texas Peace Officer Skills\*\*†  
**CJSA 2389** Internship—Criminal Justice  
Studies (Capstone)  
**CJSA 1342** Criminal Investigation\*\*  
Social/Behavioral Science Elective

**Total Semester Hours—68**

**Bold** courses represent general education courses.

*Criminal Justice Electives: CJSA 1325 Criminology (3-0), CJLE 1333 Traffic Law and Investigation (3-0),  
CJSA 1317 Juvenile Justice System.*

*\*\* Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer  
Standards and Education.*

*† Prior to registering for these classes students must have a criminal history fingerprint clearance from the Texas  
Department of Public Safety.*

(Corrections Option 7021A)

## First Year

### Semester I

**ENGL 1301** Composition and Rhetoric  
**CRIJ 1301** Introduction to Criminal Justice  
**CJSA 1359** Police System and Practices  
**CRIJ 1307** Crime in America  
**KINE** (1 credit hour)  
**COSC 1301** Microcomputer Applications

### Semester II

**ENGL 1302** Composition and Rhetoric  
**SPCH 1321** Business and Professional Speaking  
**CRIJ 1306** The Courts and Criminal Procedure  
**CRIJ 1310** Fundamentals of Criminal Law  
**CJCR 1304** LE—Probation and Parole

## Second Year

### Semester III

**GOVT 2305** American Government  
**TMTH 1301** Applied Mathematics  
or Higher Level Math  
**PSYC 2301** Introductory Psychology  
**CJSA 1342** Criminal Investigation  
**CJSA 1317** Juvenile Justice System  
**CJSA 2300** Legal Aspects of Law Enforcement

### Semester IV

**GOVT 2306** American State Government  
**SOCI 1306** Social Problems  
**CJSA 2389** Internship—Criminal Justice  
Studies (Capstone)  
**CJCR 1307** LE—Correctional Systems and Practices  
**CJCR 2324** LE—Community Resources in Corrections  
Humanities/Fine Arts Elective

**Total Semester Hours—67**

*Criminal Justice Elective: CJSA 1325 Criminology (3-0).*

**Bold** courses represent general education courses.

# Criminal Justice Curriculum 7021

(*Certificate of Proficiency, Law Enforcement Option 7021B) TASP Waived*

## Semester I

CRIJ 1301 Introduction to Criminal Justice  
CJSA 1359 Police System and Practices  
CRIJ 1307 Crime in America  
CJSA 2300 Legal Aspects of Law Enforcement  
CJLE 2421 Texas Peace Officer Law†  
CJSA 1342 Criminal Investigation

## Semester II

CJSA 2389 Internship—Criminal Justice Studies (Capstone)  
CRIJ 1306 The Courts and Criminal Procedures  
CJLE 2420 Texas Peace Officer Procedures†  
CRIJ 1310 Fundamentals of Criminal Law  
CJLE 2522 Texas Peace Officer Skills†

**Total Semester Hours—37**

†Prior to registering for these classes students must have a criminal history fingerprint clearance from the Texas Department of Public Safety.

# Dental Hygiene Curriculum 8034

## First Year

### Summer Session I

BIOL 2401 Anatomy and Physiology  
COSC 1301 Microcomputer Applications

### Semester I

DHYG 1301 Orofacial Anatomy, Histology and Embryology  
DHYG 1404 Dental Radiography  
DHYG 1431 Preclinical Dental Hygiene  
BIOL 2420 Microbiology

### Summer Session II

BIOL 2402 Anatomy and Physiology

### Semester II

DHYG 1319 Dental Materials  
DHYG 1339 General and Oral Pathology  
DHYG 1227 Preventive Dental Hygiene Care  
DHYG 1260 Clinical I Dental Hygiene  
CHEM 1406 Fundamentals of Chemistry  
ENGL 1301 Composition and Rhetoric

## Second Year

### Semester III

DHYG 1211 Periodontology  
DHYG 1235 Pharmacology for the Dental Hygienist  
DHYG 1315 Community Dentistry  
DHYG 2201 Contemporary Dental Hygiene Care I  
DHYG 2360 Clinical II Dental Hygienist  
Humanities Elective (3 hours)\*  
Sociology Elective (3 hours)\*\*

### Semester IV

DHYG 1207 General and Dental Nutrition  
DHYG 2231 Contemporary Dental Hygiene Care II  
DHYG 2362 Clinical III Dental Hygienist  
Psychology Elective (3 hours)\*\*\*  
KINE (1 credit hour)\*\*\*\*

**Total Semester Hours—72**

\*Humanities elective: Any 3 hour humanities course.

\*\*Sociology elective: Any 3 hour sociology course.

\*\*\*Psychology elective: Any 3 hour psychology course.

\*\*\*\*Any physical activity course.

*Special admission and retention rules apply. Contact program director for details.*

# Diagnostic Medical Sonography Curriculum

(Associate in Applied Science Option 8048)

## Prerequisites:

**PHYS 1405** Physics Problems

**BIOL 1409** Introductory Biology II

**MATH 1314** College Algebra

**Humanities Elective\***

**NOTE:** All prerequisites must be completed by the end of the spring semester before application to the fall DMSO program.

## First Year

### Semester I (16 weeks)

**DMSO 1441** Ultrasound I

**DMSO 1351** Sonographic Cross Sectional Anatomy

**DMSO 2203** Sonographic Departmental Functions

**DMSO 1266** Practicum I

**BIOL 2401** Anatomy and Physiology I

### Semester II (18 weeks)

**HITT 1305** Medical Terminology I

**DMSO 2441** Ultrasound II

**DMSO 1302** Basic Acoustical Physics

**DMSO 1267** Practicum II

**BIOL 2402** Anatomy and Physiology II

## Second Year

### Semester III (14 weeks)

**DMSO 2253** Sonography III

**DMSO 1355** Pathophysiology

**DMSO 2266** Practicum III

**Social/Behavioral Science Elective**

**ENGL 1301** Composition and Rhetoric

### Semester IV (16 weeks)

**DMSO 2254** Sonography IV

**DMSO 2245** Advanced Sonography Practices

**DMSO 2367** Practicum IV

**COSC 1301** Microcomputer Applications

**HITT 2331** Medical Terminology, Advanced

**KINE** (1 credit hour) Any activity course

**Total Semester Hours—72**

All courses in bold type may be taken prior to acceptance into program.

Graduates are eligible to apply for admission to sit for registry examinations in General Physics, Abdomen, and Obstetric/Gynecology as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Special admission and retention rules apply. Contact program director for details.**

\*SPAN 2316 recommended for Humanities elective.

## (Tech-Prep Enhanced Skills Diagnostic Medical Sonography Certificate 8048B)\* TASP Required

**COSC 1475** Business Information System

**HPRO 2301** Human Resources Management

**Total Semester Hours—7**

\*Prerequisite: AAS in Diagnostic Medical Sonography.

# Diagnostic Medical Sonography Curriculum

(Advanced Certificate Option 8048A)\* TASP Required

## Semester I (18 weeks)

- DMSO 2401 Vascular I
- DMSO 2402 Vascular II
- DMSO 2101 Case Review I
- DMSO 2368 Practicum I

## Semester II (14 weeks)

- DMSO 2403 Vascular III
- DMSO 2404 Vascular IV
- DMSO 2102 Case Review II
- DMSO 2369 Practicum II

Total Semester Hours—24

Applicants must be a graduate of a 12–18 month, Commission on Accreditation of Allied Health Education Program, (CAAHEP) accredited school in Diagnostic Medical Sonography.

Students who are currently enrolled in Associate in Applied Science, (A.A.S.) degree plan will be given preference.

Graduates are eligible to apply for admission to sit for registry examinations in Vascular Technology and Vascular Physics as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

This option will be available beginning Spring 2000.

\* The Vascular Technology portion of the program is pending approval by Joint Review Committee on Diagnostic Medical Sonography (JRCDMS) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## Drafting (See Computer-Aided Drafting)

# Electronics Technology Curriculum 8824

(Also see Microcomputer Service)

## First Year

### Semester I

- CETT 1403 DC Circuits
- CETT 1405 AC Circuits
- CETT 1429 Semiconductors
- CETT 1457 Linear Integrated Circuits
- COSC 1301 Microcomputer Applications
- MATH 1314 College Algebra or Applied Math**

### Semester II

- CETT 1425 Digital Fundamentals
- CETT 1449 Digital Systems
- CETT 1445 Microprocessors
- CETT 2435 Advanced Microprocessors
- ENGL 1301 Composition and Rhetoric
- SPCH 1321 Business & Professional Speaking
- KINE XIXX Kinesiology Elective

## Second Year

### Semester III

- ELMT 2433 Industrial Electronics
- EECT 2439 Communications Circuits
- Social/Behavioral Science Elective
- Humanities/Fine Arts Elective

### Semester IV

- EECT 2486 Internship—Electrical, Electronic and Communications Engineering Technology/Technician

**Bold courses** are general education courses.

Total Semester Hours—63

Approved social/behavioral science electives: Government, History, Economics, Psychology, Sociology.

Approved humanities/fine arts electives: Bible, Humanities, Journalism, Literature, Modern Language, Philosophy, Art Appreciation, Drama Appreciation, Music Appreciation.

## (CISCO Internetworking Certificate) TASP Waived

### Semester I

- ITNW 1313 Cisco I: Local Area Networks  
Design and Protocols
- ITNW 1317 Cisco 2: Basic Router Configuration
- CPMT 1411 Introduction to Computer Maintenance
- ITSC 1317 PC Operating Systems—DOS
- EECT 1303 Introduction to Telecommunications

### Semester II

- ITNW 1340 Cisco 3: Local Area Management (LAN)
- ITNW 1344 Cisco 4: Wide Area Management (WAN)
- CPMT 1347 Computer Systems Peripherals
- ITSC 1321 PC Operating Systems—Windows
- ITNW 1264 Practicum—Business System Networking and Telecommunications

# Emergency Medical Service Professions Curriculum\*

(Paramedic Option 8040)

## Prerequisites:

**EMSP 1501** EMT-Basic

**EMSP 1166** Practicum-EMT

**BIOL 2401** Anatomy and Physiology I\*\*

## First Year

### Semester I

**EMSP 1338** Introduction to Advanced Practice

**EMSP 1356** Patient Assessment and  
Airway Management

**EMSP 2348** Emergency Pharmacology

**EMSP 1167** Paramedic Practicum I

**BIOL 2402** Anatomy and Physiology II

### Semester II

**EMSP 1355** Trauma Management

**EMSP 2338** EMS Operations

**EMSP 1168** Paramedic Practicum II

**ENGL 1301** Composition and Rhetoric

**PSYC 2301** Introductory Psychology

### Summer Session I

**EMSP 2444** Cardiology

### Summer Session I & II (Special Term)

**EMSP 1169** Paramedic Practicum III

### Summer Session II (Special Term)

**EMSP 2135** Advanced Cardiac Life Support

**EMSP 1145** Basic Trauma Life Support

## Second Year

### Semester III

**EMSP 2434** Medical Emergencies

**EMSP 2330** Special Populations

**PSYC 2314** Human Growth & Development

**EMSP 2166** Paramedic Practicum IV

**KINE** Activity Course\*\*\*

### Semester IV

**EMSP 2243** Assessment Based Management

**EMSP 2458** Critical Care Paramedic

**EMSP 2167** Paramedic Practicum V

**EMSP 1147** Pediatric Advanced Life Support

**SPAN 2316** Spanish for Health Professionals

**EMSP 1191** Special Topics

### Summer Session II

**EMSP 2268** Paramedic Practicum

**Total Semester Hours—70**

**NOTE:** All Emergency Medical Technology courses must be taken in sequential order.

\*Pending Texas Higher Education Coordinating Board Approval.

\*\*BIOL 1409 is recommended as preparation for BIOL 2401 for students who do not have a strong background in biology but BIOL 1409 will not substitute for BIOL 2401.

\*\*\*Suggest KINE 2109 or other weight training course to enhance upper body/lifting strength; however, any activity course is acceptable.

**Bold** courses represent general education core courses.

## (EMMT Certificates of Completion)\* TASP Waived

**EMSP 1501** EMT-Basic

**EMSP 1166** Practicum-EMT

**BIOL 1409** Introductory Biology II OR **BIOL 2401** Anatomy and Physiology I\*\*\*

**Total Semester Hours—7**

\*Pending Texas Higher Education Coordinating Board Approval.

\*\*Students planning to enter the Associate in Applied Science degree option for EMSP should take BIOL 2401.

After successfully completing these courses, students are eligible to apply to take the Texas Department of Health's examination for certification as an Emergency Medical Technician.

**Note:** Special admission and retention rules apply to all portions of the Emergency Medical Services Professions Program. See program director for details. Admission to the Program is selective and prior acceptance to the Program is required before enrollment.

# Farm and Ranch Management Curriculum 5025

## First Year

### Semester I

AGCR 1419 Soil Science  
AGME 1311 Farm & Ranch Building Carpentry I  
AGMG 1318 Introduction to Agricultural Economics  
AGMG 2412 Marketing of Agricultural Products  
ENGL 1301 Composition and Rhetoric

### Semester II

AGAH 1401 Animal Science  
AGME 1349 Farm & Ranch Equipment  
AGCR 1303 Crop Science  
Humanities/Fine Arts Elective  
AGRI 1309 Computers in Agriculture  
KINE (1 credit hour)

### Summer Session I

AGMG 1265 Practicum (6 weeks)

## Second Year

### Semester III

AGAH 2413 Principles of Feeds and Feeding  
AGME 1415 Farm and Ranch Shop Skills I  
AGAH 1443 Animal Health  
College Level Mathematics  
Social/Behavioral Science Elective

### Semester IV

AGMG 1344 Agricultural Records Management  
AGAH 1453 Beef Cattle Production  
AGAH 1447 Animal Reproduction  
AGME 2345 Farm and Ranch Shop Skills II  
AGMG 1194 Special Topics in Farm and Ranch Management  
SPCH 1321 Business and Professional Speaking

**Bold courses represent general education courses.**

**Total Semester Hours—72**

## (Certificate of Proficiency 5025A) TASP Waived

### Semester I

AGCR 1419 Soil Science\*  
AGMG 1318 Introduction to Agricultural Economics\*  
AGAH 2413 Principles of Feeds and Feeding  
AGME 1415 Farm and Ranch Shop Skills I

### Semester II

AGAH 1401 Animal Science\*  
AGCR 1303 Crop Science\*  
AGRI 1309 Computers in Agriculture  
AGMG 1344 Agricultural Records Management\*  
AGAH 1447 Animal Reproduction\*  
AGME 2345 Farm and Ranch Shop Skills II\*  
AGMG 1194 Special Topics in Farm and Ranch Management\*

**Total Semester Hours—38**

## (Tech-Prep Advanced Skills Certificate 5025B)\*

ITSC 1305 Introduction to PC Operating Systems  
ITSC 2331 Integrated Software Applications III

**Total Semester Hours—6**

\*Prerequisite: AAS in Farm and Ranch Management.

# Fire Protection Technology Curriculum 6821

## First Year

### Semester I

**FIRT 1301** Fundamentals of Fire Protection  
**FIRT 1347** Industrial Fire Protection  
**FIRT 1333** Fire Chemistry I  
**ENGL 1301** Composition and Rhetoric  
**TMTH 1301** Applied Mathematics  
**COSC 1301** Microcomputer Applications

### Semester II

**FIRT 1338** Fire Protection Systems  
**FIRT 1307** Fire Prevention Codes and Inspections  
**FIRT 1353** Legal Aspects of Fire Protection  
**FIRT 1334** Fire Chemistry II  
**SPCH 1321** Business and Professional Speaking  
**KINE** (1 credit hour)

## Second Year

### Semester III

**FIRT 1309** Fire Administration I  
**FIRT 1329** Building Codes and Construction  
**FIRT 1303** Fire and Arson Investigation I  
**ENGL 2311** Technical Report Writing  
**GOVT 2306** American State Government  
**Humanities/Fine Arts Elective**

### Semester IV

**FIRT 1315** Hazardous Materials I  
**FIRT 1349** Fire Administration II  
**FIRT 1331** Fire Fighting Strategies and Tactics I  
**FIRT 2333** Fire and Arson Investigation II  
**FIRT 2389** Internship—Fire Protection Safety  
Technology/Technician (Capstone)  
Behavioral/Social Science Elective

**Total Semester Hours—70**

*FIRT Elective: FIRT 1345 Hazardous Materials II, FIRT 1336 Fire Insurance Fundamentals.*

**Bold** courses represent general education courses.

## (Certificate of Proficiency—Fire Protection Technology 6821A)

### TASP Waived

### Semester I

**FIRT 1301** Fundamentals of Fire Protection  
**FIRT 1347** Industrial Fire Protection  
**FIRT 1309** Fire Administration I  
**FIRT 1329** Building Codes and Construction  
**FIRT 1303** Fire and Arson Investigation I  
**COSC 1301** Microcomputer Applications

### Semester II

**FIRT 1338** Fire Protection Systems  
**FIRT 1307** Fire Prevention Codes and Inspections  
**FIRT 1315** Hazardous Materials I  
**FIRT 1349** Fire Administration II  
**FIRT 1331** Fire Fighting Strategies and Tactics I  
**FIRT 2389** Internship—Fire Protection Safety  
Technology/Technician (Capstone)

**Total Semester Hours—36**

## TJC Trivia

*Students today should appreciate the current absentee policy as compared to that of 1926, the first year of TJC. For every absence over three per class, one credit hour was subtracted from the student's record and three unexcused tardies counted as one absence.*

# Geographic Information Systems Technology Curriculum

## First Year

### Semester I

**CRTG 1411** Introduction to Geographic Information Systems and Global Positioning Systems  
**GEOG 1301** Physical Geography  
**MATH 1314** College Algebra  
**COSC 1301** Microcomputer Applications  
**SRVY 2331** Geodetic Surveying and Mapping

### Semester II

**CRTG 1401** Cartography and Geography in GIS and GPS  
**CRTG 1421** Introduction to Raster-Based GIS  
**MATH 1316** Trigonometry  
**GEOL 1403** Physical Geology  
**ITSW 1307** Introduction to Database

## Second Year

### Semester III

**CRTG 2411** Workplace GIS  
**CRTG 2401** Data Acquisition and Analysis in GIS  
**CRTG 1381** Cooperative Education-Cartography  
**ENGL 1301** Composition and Rhetoric  
Kinesiology Elective

### Semester IV

**CRTG 1381** Cooperative Education-Cartography  
**COSC 1420** Computer Programming: C  
**SPCH 1321** Business and Professional Speaking  
**ENGL 2311** Technical Report Writing OR  
**ENGL 1302** Composition and Rhetoric  
Fine Arts/Humanities Elective

**Total Semester Hours—65**

## (Certificate of Proficiency)

### Semester I

**CRTG 1411** Introduction to Geographic Information Systems and Global Positioning Systems  
**SRVY 2331** Geodetic Surveying and Mapping  
**COSC 1420** Computer Programming: C  
**COSC 1301** Microcomputer Applications  
**MATH 1314** College Algebra  
**ITSW 1307** Introduction to Database

### Semester II

**CRTG 1401** Cartography and Geography in GIS and GPS  
**CRTG 1421** Introduction to Raster-Based GIS  
**CRTG 2411** Workplace GIS  
**CRTG 2401** Data Acquisition and Analysis in GIS  
**CRTG 1381** Cooperative Education-Cartography  
**MATH 1316** Trigonometry

**Total Semester Hours—42**

## TJC Trivia

*In the first 20 years of existence (1926–46) TJC only offered foundation courses required for a baccalaureate degree. The first associate of arts degree was conferred in 1946.*

# Graphic Arts/Photography Curriculum

(Graphic Arts Option 6238B)

## First Year

### Semester I

**PHTC 1311** Fundamentals of Photography  
**GRPH 1305** Introduction to Graphic Arts & Printing  
**GRPH 1322** Electronic Publishing I  
**ENGL 1301** Composition and Rhetoric  
**KINE (1 credit hour)**  
College Level Mathematics

### Semester II

**PHTC 2301** Intermediate Photography  
**GRPH 2341** Electronic Publishing III  
**GRPH 1359** Object Oriented Computer Graphics  
**GRPH 2336** Prepress Techniques  
**ENGL 2311** Technical Report Writing OR  
**ENGL 1302** Composition and Rhetoric

## Second Year

### Semester III

**PHTC 1341** Color Photography I  
**PHTC 1345** Illustrative Photography I  
**GRPH 1325** Digital Imaging I  
**GRPH 1354** Electronic Publishing II  
**BUSG 2309** Small Business Management  
Social/Behavioral Science Elective

### Semester IV

**IMED 2311** Portfolio Development  
**PHTC 2345** Illustrative Photography II  
**GRPH 2282** Cooperative OR  
Approved 3 credit hour Elective  
**GRPH 1357** Digital Imaging II  
**SPCH 1321** Business and Professional  
Speaking  
Humanities/Fine Arts Elective

Total Semester Hours—66/67

**Bold** courses represent general education courses.

(Graphic Arts Certificate 6238C) TASP Waived

## First Year

### Semester I

**PHTC 1311** Fundamentals of Photography  
**GRPH 1305** Introduction to Graphic Arts & Printing  
**GRPH 1322** Electronic Publishing I

### Semester II

**PHTC 2301** Intermediate Photography  
**GRPH 2341** Electronic Publishing III  
**GRPH 1359** Object Oriented Computer Graphics

## Second Year

### Semester III

**GRPH 1325** Digital Imaging I  
**GRPH 1354** Electronic Publishing II  
**BUSG 2309** Small Business Management

### Semester IV

**GRPH 2336** Prepress Techniques  
**IMED 2311** Portfolio Development  
**GRPH** Elective (3 credit hours)

Total Semester Hours—36

# Graphic Arts/Photography Curriculum

(Commercial Arts Option 6238D)

## First Year

### Semester I

PHTC 1311 Fundamentals of Photography  
GRPH 1305 Introduction to Graphic Arts & Printing  
GRPH 1322 Electronic Publishing I  
ENGL 1301 Composition and Rhetoric  
KINE (1 credit hour)  
ARTS 1316 Drawing I

### Semester II

PHTC 2301 Intermediate Photography  
GRPH 2341 Electronic Publishing III  
GRPH 1359 Object Oriented Computer Graphics  
GRPH 2336 Prepress Techniques  
**College Level Mathematics**  
ARTS 1317 Drawing II

## Second Year

### Semester III

PHTC 1341 Color Photography I  
PHTC 1345 Illustrative Photography I  
GRPH 1325 Digital Imaging I  
GRPH 1354 Electronic Publishing II  
BUSG 2309 Small Business Management  
Social/Behavioral Science Elective

### Semester IV

IMED 2311 Portfolio Development  
PHTC 2345 Illustrative Photography II  
GRPH 2282 Cooperative OR  
Approved 3 credit hour elective  
GRPH 1357 Digital Imaging II  
SPCH 1321 Business and Professional Speaking

**Total Semester Hours—66/67**

(Commercial Art Certificate 6238E) TASP Waived

## First Year

### Semester I

PHTC 1311 Fundamentals of Photography  
GRPH 1305 Introduction to Graphic Arts & Printing  
GRPH 1322 Electronic Publishing I  
ARTS 1316 Drawing I

### Semester II

PHTC 2301 Intermediate Photography  
GRPH 1359 Object Oriented Computer Graphics  
ARTS 1317 Drawing II

## Second Year

### Semester III

GRPH 1354 Electronic Publishing II  
GRPH 1325 Digital Imaging I  
BUSG 2309 Small Business Management

### Semester IV

GRPH 2336 Prepress Techniques  
IMED 2311 Portfolio Development

**Total Semester Hours—36**

(Photography Certificate 6238A) TASP Waived

## First Year

### Semester I

PHTC 1311 Fundamentals of Photography  
GRPH 1305 Introduction to Graphic Arts & Printing  
PHTC 1349 Photo Digital Imaging I

### Semester II

PHTC 2301 Intermediate Photography  
PHTC 1353 Portraiture I  
GRPH 2336 Prepress Techniques

## Second Year

### Semester III

PHTC 1345 Illustrative Photography I  
PHTC 1341 Color Photography I  
PHTC/GRPH Elective

### Semester IV

IMED 2311 Portfolio Development  
BUSG 2309 Small Business Management  
PHTC 2345 Illustrative Photography II

**Total Semester Hours—36**

## **Internetworking Technology Curriculum**

*(See Electronics Technology)*

## **Health Information Technology Curriculum 5827**

*(Medical Record Technology 5827C)*

### **First Year**

#### **Semester I**

ENGL 1301 Composition and Rhetoric  
BIOL 2401 Anatomy and Physiology I  
HITT 1305 Medical Terminology  
HITT 1301 Health Data Content and Structure  
COSC 1301 Microcomputer Applications

#### **Semester II**

BIOL 2402 Anatomy and Physiology II  
HITT 2331 Medical Terminology, Advanced  
HITT 1445 Health Care Delivery Systems  
HITT 1355 Health Care Statistics  
KINE (1 credit hour)  
Free Elective

### **Second Year**

#### **Semester III**

HITT 1167 Practicum—Health Info. Technology  
HPRS 2301 Pathophysiology  
HITT 1353 Legal and Ethical Aspects  
of Health Information  
HITT 1341 Coding and Classification Systems  
MRMT 1311 Computers in Health Care  
SPCH 1321 Business and Professional Speaking

#### **Semester IV**

HITT 1266 Practicum—Health Info. Technology  
HITT 2339 Health Information Organization  
and Sup.  
HITT 2335 Coding and Reim. Methods  
HITT 2343 Quality Assurance and Perf. Impr.  
Social/Behavioral Science Elective  
Humanities Elective

**Total Semester Hours—67**

**Special admission and retention rules apply. Contact the program director for details.**

## **Medical Transcription Certificate**

*(Medical Transcription Certificate 5827D) TASP Waived*

### **First Year**

#### **Semester I**

ITSW 1301 Introduction to Word Processing  
HITT 1305 Medical Terminology  
POFM 1309 Medical Office Procedures  
MRMT 1307 Medical Transcription Fundamentals  
BIOL 1409 Introductory Biology II

#### **Semester II**

MRMT 1267 Practicum—Medical Transcription  
HITT 2331 Medical Terminology, Advanced  
POFT 1302 Business Communications I  
COSC 1301 Microcomputer Applications  
MRMT 2333 Medical Transcription Advanced

**Total Semester Hours—30**

**Special admission and retention rules apply. Contact the program director for details.**

## Human Services: Substance Abuse Counseling Major Curriculum 8029

### First Year

#### Semester I

CMSW 1201 Introduction to Social Services  
CMSW 1327 Trtmnt Modalities w/Spec Populations  
DAAC 1319 Intro to Alcohol & Other Drug Addiction  
SOCI 1306 Social Problems  
COSC 1301 Microcomputer Applications  
ENGL 1301 Composition and Rhetoric

#### Semester II

CMSW 1341 Behvr Modification & Cognitive Disorder  
DAAC 1304 Pharmacology of Addiction  
DAAC 1307 Addicted Family Interventions  
DAAC 1311 Counseling Theories  
ENGL 2311 Technical Report Writing  
PSYC 2301 Introduction to Psychology

### Second Year

#### Semester III

CMSW 1345 Abnormal Behavior  
DAAC 1309 Assessment Skills  
DAAC 1314 Dynamics of Group Counseling  
DAAC 1317 Basic Counseling Skills  
HUMA/Fine Arts Elective\*  
MATH or Science Elective\*

#### Semester IV

DAAC 1341 Cnsling Alcohol and Other Drg Addict  
DAAC 1243 Current Issues  
DAAC 1191 Special Topics  
DAAC 2267 Practicum  
SPCH 1321 Business and Professional Speaking  
KINE 1101 Physical Fitness and Health Concepts

**Total Semester Hours—65/66**

\* Electives: Humanities/Fine Arts: Sophomore literature, sophomore language, philosophy, HUMA 1301, history classes, ARTS 1301, 1303, COMM 1307. Math: MATH 1314, 1332, 1342, TMTH 1301 or Lab Science: BIOL 1408, 1413, 2401, 2406, CHEM 1405, 1406.

*(Substance Abuse Counseling Certificate only 8029A) TASP Waived*

### First Year

#### Semester I

CMSW 1201 Introduction to Social Services  
CMSW 1327 Trtmnt Modalities w/spec Populations  
DAAC 1319 Intro to Alcohol & Other Drug Addiction

#### Semester II

CMSW 1341 Behvr Modification & Cognitive Disorder  
DAAC 1304 Pharmacology of Addiction  
DAAC 1307 Addicted Family Interventions  
DAAC 1311 Counseling Theories

### Second Year

#### Semester III

CMSW 1345 Abnormal Behavior  
DAAC 1309 Assessment Skills  
DAAC 1314 Dynamics of Group Counseling  
DAAC 1317 Basic Counseling Skills

#### Semester IV

DAAC 1243 Current Issues  
DAAC 1341 Cnsling Alcohol & Other Drg Addiction  
DAAC 1191 Special Topics  
DAAC 2267 Practicum

**Total Semester Hours—40**

*Students should consult with program director before enrolling in courses each semester.*

## Industrial Technology Curriculum

TJC offers freshman- and sophomore-level courses as part of four-year programs in Industrial Technology at The University of Texas at Tyler. These programs include options in Industrial Technology, Industrial Safety, Industrial Distribution, Trades and Industries Education, Technical Professions Education and Technology Education.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed option in the Technology Department at UTT. Students should consult with their faculty advisor at UTT, the Engineering Technology program director at TJC or the Business and Technology academic counselor at TJC regarding specific degree plans.

## Interpreter Training (See Sign Language Interpreting)

# Legal Assistant Curriculum 5828

## First Year

### Semester I

COSC 1301 Microcomputer Applications OR  
COSC 1475 Business Information Systems  
ENGL 1301 Composition and Rhetoric  
GOVT 2305 American Government  
LGLA 1119 Legal Ethics and Prof. Responsibility  
LGLA 1311 Introduction to Law  
ITSW 1301 Introduction to Word Processing

### Semester II

ENGL 1302 Composition and Rhetoric  
GOVT 2306 American Government  
LGGLA 1403 Legal Research  
LGGLA 2305 Interviewing and Investigating  
ITSW 2331 Advanced Word Processing  
KINE (1 credit hour)

## Second Year

### Semester III

ACNT 1303 Introduction to Accounting I  
or  
ACCT 2401 Principles of Accounting  
LGGLA 1305 Legal Writing  
LGGLA 1349 Constitutional Law  
LGGLA 1345 Civil Litigation  
College Level Mathematics (3 credit hours)  
Approved LGGLA Elective\* (3 credit hours)

### Semester IV

LGGLA 2311 Business Organizations  
LGGLA 2307 Law Office Management  
LGGLA 2380 Cooperative-Paralegal/Legal Assistant  
or  
Approved LGGLA Elective\* (3 credit hours)  
PSYC 2302 Applied Psychology  
Humanities/Fine Arts Elective

**Total Semester Hours—67/68**

\*Approved Electives: LGGLA 1343, 1353, 1355, 2309, 2313, and 2431.

# Medical Assisting Technology Curriculum TASP Required

The Medical Assisting Technology program is offered in cooperation with Kilgore College. The following required courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

COSC 1301 Microcomputer Applications  
ENGL 1301 Composition and Rhetoric  
ENGL 2311 Technical Writing OR ENGL 1302  
SPCH 1311 Introduction to Speech  
Communication  
TMTTH 1301 Applied Mathematics  
ACNT 1303 Introduction to Accounting I  
General Education Elective (3 hours)

BIOL 1409 Introductory Biology II  
BIOL 2401 Human Anatomy and Physiology\*  
OR BIOL 2402  
PSYC 2301 Introductory Psychology OR  
PSYC 2314 Human Growth and Development  
HITT 1305 Medical Terminology  
HITT 2331 Medical Terminology, Advanced  
ITSW 1301 Introduction to Word Processing  
POFM 1331 Medical Transcription

\*BIOL 1409 Introductory Biology II is recommended as a prerequisite for students who do not have a strong background in biology.

These courses must be completed at Kilgore College.

## Freshman Year

### Semester I

MDCA 1302 Human Disease/Pathophysiology

### Semester II

MDCA 1417 Procedures in a Clinical Setting  
MEDA 1321 Administrative Procedures

### Summer I

MDCA 1360 Clinical I—Medical Assistant

### Summer II

MDCA 1361 Clinical II—Medical Assistant

## Sophomore Year

### Semester I

MDCA 1205 Medical Law and Ethics  
MDCA 1452 Medical Assistant Lab Procedures

### Semester II

MDCA 1348 Pharmacology & Adm. of Medication  
MDCA 1460 Clinical III—Medical Assistant

# Medical Laboratory Technology Curriculum 8028\*

## First Year

### Semester I

MLAB 1201 Introduction to Clinical Lab Science  
MLAB 1223 Phlebotomy  
MLAB 1415 Hematology  
CHEM 1406 Fundamentals of Chemistry  
OR  
CHEM 1411 General Chemistry  
BIOL 2420 Microbiology

### Semester II

MLAB 2534 Clinical Microbiology  
MLAB 1331 Parasitology/Mycology  
MLAB 1335 Immunology/Serology  
ENGL 1301 Composition and Rhetoric  
BIOL 2401 Anatomy and Physiology

### Summer Session I

BIOL 2402 Anatomy and Physiology

### Summer Session II

MLAB 1311 Urinalysis and Body Fluids

## Second Year

### Semester III

MLAB 2501 Clinical Chemistry  
MLAB 2431 Immunohematology  
MLAB 1227 Coagulation  
KINE (1 credit hour)  
Computer Science Elective\*\*  
Humanities Elective

### Semester IV

MLAB 2466 Practicum I  
MLAB 2270 Enhanced Studies Seminar

### Summer Session I

MLAB 2267 Practicum II  
Social Science Elective\*\*\*

**Total Semester Hours—70**

\*Pending Texas Higher Education Coordinating Board approval.

\*\*Must have a lab component.

\*\*\*Must be in psychology or sociology.

# Medical Office Management Curriculum

*(Certificate of Proficiency 5827B) TASP Waived*

### Semester I

POFM 1313 Medical Terminology I  
POFM 1309 Medical Office Procedures  
POFM 1327 Medical Insurance  
ACNT 1303 Introduction to Accounting I  
POFT 1321 Business Math  
ITSW 1301 Introduction to Word Processing

### Semester II

POFM 2323 Medical Terminology II  
POFM 1353 Medical Coding  
POFM 1331 Medical Transcription I  
POFT 1302 Business Communications I  
COSC 1301 Microcomputer Applications  
POFM 1280 Cooperative—Medical Administrative  
Assistant/Secretary

OR

POFT 1313 Professional Development for Office  
Personnel

**Total Semester Hours—35/36**

# Medical Transcription *(See Health Information Technology)*

# Medical Record Technology *(See Health Information Technology)*

# Microcomputer Service Curriculum 8824

(Also see *Electronics Technology*)

Program Director:

## Semester I

CETT 1409 DC/AC Circuits  
CETT 1415 Digital Applications  
CPMT 1411 Introduction to Computer Maintenance  
COSC 1301 Microcomputer Applications  
ITSC 1317 PC Operating System—DOS

## First Year (TASP Waived)

## Semester II

CETT 2333 Digital Computer Circuits  
CPMT 1349 Computer Networking Technology  
CPMT 1347 Computer Systems Peripherals  
CPMT 2345 Computer System Troubleshooting  
ITSC 1321 PC Operating System—Windows  
EECT 1200 Technical Customer Service

**Total Semester Hours—33**

Students may exit at this point with a certificate of proficiency in microcomputer service or may continue toward the associate of applied science degree in electronics technology, with the microcomputer service option.

## Second Year (TASP Required)

### Semester III

COSC 1380 Introduction to Networking  
ENGL 1301 Composition and Rhetoric  
TMTH 1301 Applied Mathematics  
OR College Algebra  
BUSG 2309 Small Business Management  
Social/Behavioral Science Elective  
KINE (1 credit hour)

### Semester IV

ENGL 2311 Technical Report Writing  
ITNW 1320 NetWare 5 Administration  
ITNW 2301 Administering Microsoft Windows NT  
Humanities/Fine Arts Elective  
CPMT 1280 Cooperative Education—Computer Maintenance Technology/Technician

**Total Semester Hours—65**

Approved social/behavioral science electives: *Government, History, Economics, Psychology, Sociology*.

Approved humanities/fine arts electives: *Bible, Humanities, Journalism, Literature, Modern Language, Philosophy, Art Appreciation, Drama Appreciation, Music Appreciation*.

**Total Semester Hours—100**

# Nursing, Associate Degree (ADN) Curriculum 8021

## First Year

### Prerequisites:

BIOL 2401 Anatomy and Physiology

PSYC 2314 Human Growth and Development

### Semester I

RNSG 1201 Pharmacology

RNSG 1215 Health Assessment

RNSG 1513 Foundations of Nursing Practice

RNSG 1260 Clinical NURS I

BIOL 2402 Anatomy and Physiology II\*

### Semester II

RNSG 1441 Principles of Adult Health (8 weeks)

RNSG 1162 Clinical NURS II (8 weeks)

RNSG 1443 Concepts of Adult Health (8 weeks)

RNSG 1163 Clinical NURS III (8 weeks)

RNSG 1144 Legal and Ethical Issues for Nurses

ENGL 1301 Composition and Rhetoric

KINE Activity Course (1 credit)

### Summer Session I or II

ENGL 1302 Composition and Rhetoric

Humanities Elective\*\*\*

PSYC 2301 Introduction to Psychology

### Second Year

#### Semester III

RNSG 2308 Maternity/Newborn Nursing and Women's Health (8 weeks)

RNSG 2164 Clinical NURS IV (8 weeks)

RNSG 2201 Care of Child and Family (8 weeks)

RNSG 2265 Clinical NURS V (8 weeks)

RNSG 1292 Special Topics M/CH

BIOL 2420 Microbiology\*

#### Semester IV

RNSG 2213 Mental Health NURS (6 weeks)

RNSG 2166 Clinical NURS VI (6 weeks)

RNSG 2231 Advanced Concepts of Adult Health (6 weeks)

RNSG 2167 Clinical NURS VII (6 weeks)

RNSG 2131 Management of Client Care (4 weeks)

RNSG 2168 Clinical NURS VIII (4 weeks)

SOCI 1301 Introduction to Sociology\*

**Total Semester Hours—71**

*Non-nursing courses may be taken prior to placement in the ADN program. All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated. All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.*

*\*Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better. All other first year courses must be completed with a "C" or better before progressing to the second year.*

*Exceptions must be approved in writing by the program director.*

*\*\*\*SPAN 2316 recommended for Humanities elective.*

**Special admission and retention rules apply. Contact the program director for details.**

# ADN-LVN Transition Curriculum 8021B TASP Required

## First Year

### Prerequisites to Enrollment:

BIOL 2401 Anatomy and Physiology I  
BIOL 2402 Anatomy and Physiology II  
ENGL 1301 Composition and Rhetoric  
ENGL 1302 Composition and Rhetoric

PSYC 2301 Introduction to Psychology  
PSYC 2314 Human Growth and Development  
HUMA Humanities Elective  
KINE Activity Course (1 credit hour)

### Summer Session

RNSG 1327 Transition from Vocational to Professional Nursing  
RNSG 1160 Clinical NURS

### Semester I

RNSG 2308 Maternity/Newborn Nursing and Women's Health (8 weeks)  
RNSG 2164 Clinical NURS IV (8 weeks)  
RNSG 2201 Care of Child & Family (8 weeks)  
RNSG 2265 Clinical NURS V (8 weeks)  
RNSG 1292 Special Topics M/CH  
BIOL 2420 Microbiology

### Second Year

RNSG 2313 Mental Health NURS. (6 weeks)  
RNSG 2166 Clinical NURS VI (6 weeks)  
RNSG 2231 Advanced Concepts of Adult Health (6 weeks)  
RNSG 2167 Clinical NURS VII (6 weeks)  
RNSG 2131 Management of Client Care (4 weeks)  
RNSG 2168 Clinical NURS VIII (4 weeks)  
SOCI 1301 Introduction to Sociology

Total Semester Hours—54

All first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the program director.

All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated.

\*SPAN 2316 recommended for Humanities elective.

# Nursing, Vocational (VNE) Curriculum 7821 TASP Waived

### Semester I

VNSG 1501 Health Science  
VNSG 1122 Vocational Nursing Concepts  
VNSG 1423 Basic Nursing Skills  
VNSG 1360 Clinical I  
VNSG 1227 Essentials of Med Administration  
VNSG 1400 Nursing in Health and Illness

### Semester II

VNSG 1230 Maternity and Neonatal  
VNSG 1234 Pediatric Nursing  
VNSG 1133 Growth and Development  
VNSG 1261 Clinical II  
VNSG 1361 Clinical III  
VNSG 1509 Nursing in Health and Illness II  
VNSG 1510 Nursing in Health and Illness III

### Summer Session

VNSG 1219 Professional Development  
VNSG 1238 Mental Illness  
VNSG 1262 Clinical IV  
VNSG 1263 Clinical V

Total Semester Hours—47

Special admission and retention rules apply. Contact the program director for details.

# Office Technology Curriculum

(Administrative Assistant Option 5824)

## First Year

### Semester I

ACNT 1303 Introduction to Accounting I  
POFT 1309 Administrative Office Procedures I  
POFT 1321 Business Math  
POFT 1302 Business Communications I  
ITSW 1301 Introduction to Word Processing  
KINE (1 credit hour)

### Semester II

ACNT 1304 Introduction to Accounting II  
ITSW 1304 Introduction to Spreadsheets  
SPCH 1321 Business & Professional Speaking  
POFT 2312 Business Communications II  
ITSW 2331 Advanced Word Processing  
PSYC 2302 Applied Psychology

## Second Year

### Semester III

BMGT 1303 Principles of Management I  
ENGL 1301 Composition and Rhetoric  
College-Level Mathematics  
POFI 2331 Desktop Publishing for the Office  
ITSW 1307 Introduction to Database

### Semester IV

ENGL 1302 Composition and Rhetoric OR  
ENGL 2311 Technical Report Writing  
POFT 2321 Machine Transcription  
POFT 2380 Cooperative OR  
POFT 1313 Professional Development for  
Office Personnel  
Approved Elective\*  
Humanities/Fine Arts Elective

\*Approved electives: POFT 1329, 2303, COSC 1301.

(Legal Administrative Assistant Option 5824A)

## First Year

### Semester I

ACNT 1303 Introduction to Accounting I  
ITSW 1301 Introduction to Word Processing  
LG LA 1119 Legal Ethics and Professional  
Responsibility  
LG LA 1311 Introduction to Law  
POFT 1309 Administrative Office Procedures I  
POFT 1302 Business Communications I  
KINE (1 credit hour)

### Semester II

ACNT 1304 Introduction to Accounting II  
ITSW 2331 Advanced Word Processing  
ITSW 1304 Introduction to Spreadsheets  
LG LA 2311 Business Organizations  
GOVT 2306 American and State Government

## Second Year

### Semester III

LG LA 1345 Civil Litigation  
ENGL 1301 Composition and Rhetoric  
College-Level Mathematics  
POFL 2301 Legal Document Processing  
PSYC 2302 Applied Psychology  
SPCH 1321 Business & Professional Speaking

### Semester IV

LG LA 2305 Interviewing and Investigating  
LG LA 2307 Law Office Management  
ENGL 1302 Composition and Rhetoric OR  
ENGL 2311 Technical Report Writing  
POFL 2380 Cooperative—Legal Administrative  
Assistant/Secretary  
POFT 1313 Professional Development for  
Office Personnel  
Humanities/Fine Arts Elective

Total Semester Hours—65

*(Medical Administrative Assistant Option 5824B)*

**First Year**

**Semester I**

POFM 1309 Medical Office Procedures  
POFM 1313 Medical Terminology I  
POFT 1321 Business Math  
POFT 1302 Business Communications  
ITSW 1301 Introduction to Word Processing  
KINE (1 credit hour)

**Semester II**

POFM 2323 Medical Terminology II  
ITSW 1304 Introduction to Spreadsheets  
ITSW 2331 Advanced Word Processing  
POFT 2312 Business Communications II  
SPCH 1321 Business & Professional Speaking

**Second Year**

**Semester III**

POFM 1327 Medical Insurance  
ACNT 1303 Introduction to Accounting I  
ENGL 1301 Composition and Rhetoric  
College-Level Mathematics  
POFI 2331 Desktop Publishing for the Office  
PSYC 2302 Applied Psychology

**Semester IV**

POFM 1353 Medical Coding  
POFM 1331 Medical Transcription I  
ENGL 1302 Composition and Rhetoric OR  
ENGL 2311 Technical Report Writing  
POFM 1280 Cooperative—Medical Administrative  
Assistant/Secretary  
POFT 1313 Professional Development for  
Office Personnel  
Humanities/Fine Arts Elective

**Total Semester Hours—63/64**

*(Designated Office Technology Certificate 5824C) TASP Waived*

**Semester I**

ACNT 1303 Introduction to Accounting I  
POFT 1309 Administrative Office Procedures I  
POFT 1321 Business Math  
POFT 1302 Business Communications I  
ITSW 1301 Introduction to Word Processing  
ITSW 1307 Introduction to Database

**Semester II**

ACNT 1304 Introduction to Accounting II  
ITSW 1304 Introduction to Spreadsheets  
POFT 2312 Business Communications II  
ITSW 2331 Advanced Word Processing  
POFT 2321 Machine Transcription  
POFT 1313 Professional Development for  
Office Personnel

**Total Semester Hours—36**

**Optician Technology** *(See Vision Care Technology)*

# Pharmacy Technology Curriculum\*

## Prerequisites:

**CHEM 1406** Fundamentals of Chemistry  
**BIOL 1409** Introduction to Biology II  
**COSC 1301** Microcomputer Applications

### Semester I

**PHRA 1102** Pharmacy Law  
**PHRA 1301** Introduction to Pharmacy  
**PHRA 1309** Pharmacy Mathematics I  
**PHRA 1413** Community Pharmacy Practice I  
**PHRA 1266** Practicum I  
**PHRA 1305** Drug Classification

### Semester II

**PHRA 1347** Pharmacy Mathematics II  
**PHRA 1345** Intravenous Admixture  
**PHRA 1441** Drug Therapy and Treatment  
**PHRA 1349** Institutional Pharmacy Practice  
**PHRA 2366** Practicum II

**Total Semester Hours—43**

\*Pending approval from the Texas Higher Education Coordinating Board.

NOTE: Recommend Spanish for health professions (SPAN 2316 as an additional course).

**Special admission and retention rules apply. Contact program director for details.**

# Physical Therapist Assistant Curriculum 0401G

## TASP Required

The Physical Therapist Assistant program is offered in cooperation with Kilgore College. The following required courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

**ENGL 1301** Composition and Rhetoric  
**BIOL 2401** Anatomy and Physiology I  
**BIOL 2402** Anatomy and Physiology II  
**PSYC 2314** Human Growth and Development

**SPCH 1311** Introduction to Speech Comm.  
**TMTH 1301** or Higher Level Mathematics  
**Humanities/Fine Arts Elective**

The following courses must be taken at Kilgore College:

### First Year

**Semester I**  
**PHTA 1410** Introduction to Physical Therapy  
**Summer Session I**  
**PHTA 1417** Practicum I

### Semester II

**PHTA 1412** Therapeutic Modalities  
**PHTA 1314** Pathophysiological Conditions  
**PHTA 1416** Fundamentals of Physical Therapy

### Second Year

**Semester III**  
**PHTA 2418** Therapeutic Exercises  
**PHTA 2520** Applied Anatomy  
**PHTA 2426** Neurological Rehabilitation

### Semester IV

**PHTA 2824** Practicum II  
**PHTA 2422** Concepts in Rehabilitation

**Total Semester Hours—67**

# Radiologic Technology Curriculum 8033

## First Year

### Semester I (16 weeks)

RADR 2309 Radiographic Imaging Equipment  
RADR 1309 Introduction to Radiography and Patient Care  
RADR 1201 Introduction to Radiography  
RADR 1311 Basic Radiographic Procedures  
RADR 1266 Practicum I

### Semester II (16 weeks)

RADR 2313 Radiation Biology and Protection  
RADR 1213 Principles of Radiographic Imaging I  
RADR 2301 Intermediate Radiographic Procedures  
RADR 1267 Practicum II  
KINE Elective Any Physical Activity Course  
BIOL 2401 Anatomy and Physiology I

### Summer Session (13 weeks)

RADR 1268 Practicum III  
RADR 2370 Enhanced Skills  
RADR 2333 Advanced Medical Imaging

## Second Year

### Semester III (16 weeks)

RADR 2366 Practicum IV  
RADR 2217 Radiographic Pathology  
RADR 2305 Principles of Radiographic Imaging II  
BIOL 2402 Anatomy and Physiology II  
ENGL 1301 Composition and Rhetoric

### Semester IV (16 weeks)

RADR 2367 Practicum V  
RADR 2431 Advanced Radiographic Procedures  
Computer Science Elective\*\*  
Social/Behavioral Science Elective\*\*\*  
Humanities Elective\*\*\*\*

### Summer Session (13 weeks)

RADR 2267 Practicum VI  
RADR 2235 Radiologic Technology Seminar\*\*\*\*

**Total Semester Hours—71**

**Bold face type denotes General Education Core.**

**\*\* Any laboratory based computer class.**

**\*\*\* Social/Behavioral Science elective: any 3 hour course in economics, geography, government, psychology, history, sociology, or social work.**

**\*\*\*\* Capstone Course.**

**\*\*\*\*\* Humanities elective: Any 3 hour course in Bible, humanities, journalism (except publication classes), literature, sophomore foreign language, philosophy, sophomore sign language, or a fine arts class (history or appreciation of art or music or theatre.)**

**Special admission and retention rules apply. Contact the program director for details.**

# Recreation: Tennis Teaching Curriculum 9621

## First Year

### Semester I

- ENGL 1301 Composition and Rhetoric
- SPCH 1311 Speech
- RECL 1301 Philosophy of Coaching
- RECL 1310 Tennis Teaching Clinic I\*\*
- RECL 1300 Scientific Approach to Tennis Teaching

### Summer Session

- RECL 1206 Supervised Summer Work Experience
- or
- RECL 1105 Summer Tennis Experience

### Semester II

- ENGL 1302 Composition and Rhetoric
- COSC 1301 Microcomputer Applications
- RECL 1302 Individual Tennis Instruction
- RECL 1311 Tennis Teaching Clinic II\*\*
- RECL 1303 Program Planning
- RECL 1304 Fitness and Psycho-Motor Learning in Tennis

KINE (1 credit hour)

## Second Year

### Semester III

- BUSI 1301 Introduction to Business
- ACNT 1303 Introduction to Accounting I\*
- RECL 2305 Tennis Camp and Club Management
- RECL 2310 Tennis Teaching Clinic III
- RECL 2306 Sports Psychology
- Social/Behavioral Science Elective

### Semester IV

- Humanities/Fine Arts Elective
- ACNT 1304 Introduction to Accounting II\*
- RECL 2307 Contemporary Concepts in Tennis Instruction
- RECL 2311 Tennis Teaching Clinic IV
- RECL 2308 USPTA Principles (Capstone)
- TMTH 1301 Applied Mathematics

\* ACCT 2401 may be substituted for ACNT 1303 and 1304. See program advisor.

\*\* Must be taken concurrently with RECL 1300 or 1302.

A math of higher level may be substituted in place of TMTH 1301.

**Total Semester Hours—72/71**

## (Certificate of Proficiency 9621A) TASP Waived

## First Year

### Semester I

- RECL 1301 Philosophy of Coaching
- RECL 1300 Scientific Approach to Tennis Teaching
- RECL 1310 Tennis Teaching Clinic I\*\*

### Semester II

- RECL 1302 Individual Tennis Instruction
- RECL 1311 Tennis Teaching Clinic II\*\*
- RECL 1303 Program Planning
- RECL 1304 Fitness and Psycho-Motor Learning in Tennis

### Summer Session

- RECL 1206 Summer Tennis Experience (Lab) or
- RECL 1105 Summer Tennis Experience

## Second Year

### Semester III

- RECL 2305 Tennis Camp & Club Management
- RECL 2310 Tennis Teaching Clinic III
- RECL 2306 Sport Psychology

### Semester IV

- RECL 2307 Contemporary Concepts in Tennis
- RECL 2311 Tennis Teaching Clinic IV
- RECL 2308 USPTA Principles

\*\*Must be taken concurrently with RECL 1300 or 1302.

**Total Semester Hours—40/41**

# Respiratory Care Program Curriculum 8025

## Pre-Respiratory Care General Education Courses\*

ENGL 1301 Composition and Rhetoric  
COSC 1301 Microcomputer Applications  
BIOL 2401 Anatomy and Physiology I  
CHEM 1406 Fundamentals of Chemistry

Humanities Elective\*\* (3 credit hours)  
BIOL 2402 Anatomy and Physiology II  
BIOL 2420 Microbiology

### Semester I (Fall)

Social/Behavioral Science Elective  
RSPT 1225 Respiratory Care Sciences  
RSPT 1307 Cardiopulmonary/Renal Anatomy and Physiology  
RSPT 1329 Respiratory Care Fundamentals I  
RSPT 1101 Introduction to Respiratory Care  
RSPT 1266 Practicum I

### Semester II (Spring)

RSPT 1317 Pharmacology  
RSPT 1331 Respiratory Care Fundamentals II  
RSPT 2413 Mechanical Ventilation  
RSPT 2310 Cardiopulmonary Disease II  
RSPT 1267 Practicum II

### Semester III (Summer) (10 weeks)

RSPT 2266 Practicum III  
RSPT 2146 Neonatal Resuscitation Program  
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care I

### Semester IV (Fall)

KINE Any Physical Activity Course  
RSPT 2425 Cardiopulmonary Diagnostics  
RSPT 2239 Advanced Cardiac Life Support  
RSPT 2233 Respiratory Care Case Management  
RSPT 2131 Clinical Simulations in Respiratory Care  
RSPT 2267 Practicum II (Capstone Course)

**Total Semester Hours—72**

\*NOTE: General Education Courses should be completed with a "C" or better before application to the Respiratory Care Program. See program director for possible exceptions.

\*\* SPAN 2316 recommended for Humanities elective.

Special admission and retention rules apply. Contact the program director for details.

# Sign Language Interpreting Curriculum 8047

(Interpreter Training Program)

### First Year

**Semester I**  
SLNG 1317 Introduction to Deaf Community  
SGNL 1401 Beginning ASL I\*\*  
SPCH 1321 or 1311  
SLNG 1321 Introduction to Interp Profession  
COSC 1301 Microcomputer Applications

**Semester II**  
SGNL 1402 Beginning ASL II\*\*  
SLNG 2301 Interpreting I  
Speech Elective or DRAM 1351  
SLNG 1347 Deaf Culture  
KINE (any activity class)  
ENGL 1301 Comp and Rhetoric

### Second Year

**Semester III**  
SGNL 2301 Intermediate ASL I\*\*  
SLNG 1111 Fingerspelling  
College Level Mathematics  
SLNG 2302 Interpreting II  
Social/Behavioral Science Elective\*  
SLNG 2315 Interpreting in Ed. Setting

**Semester IV**  
SGNL 2302 Intermediate ASL II\*\*  
SLNG 2331 Interpreting III  
SLNG 2266 Practicum  
SLNG 2311 Specialized Interp/Translit  
Free Elective (3 credit hours)

**Total Semester Hours—63**

\*Recommended Electives: SOCI 1301; PSYC 2301, 2314.

\*\*Can be used as modern language transfer credit to some institutions.

For an Interpreter Training degree or certificate, students must have a minimum grade of "C" in each SLNG/SGNL class.

*(Certificate of Proficiency 8047A)*

**First Year**

**Semester I**

**SGNL 1401** Beginning ASL I  
**SLNG 1317** Introduction to Deaf Community  
**SLNG 1321** Introduction to Interp. Profession

**Semester II**

**SGNL 1402** Beginning ASL II  
**SLNG 2301** Interpreting I  
**SLNG 1347** Deaf Culture

**Second Year**

**Semester III**

**SGNL 2301** Intermediate ASL I  
**SLNG 2315** Interp. in Ed. Settings  
**SLNG 2302** Interpreting II  
**SLNG 1111** Fingerspelling

**Semester IV**

**SGNL 2302** Intermediate ASL II  
**SLNG 2331** Interpreting III  
**SLNG 2266** Practicum  
**SLNG 2311** Special Interpret/Translit.

**Total Semester Hours—41**

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

**Surgical Technology Curriculum TASP Required**  
*(Associate in Applied Science Option)*

**First Year**

**Summer Session I**

**BIOL 2401** Anatomy and Physiology I  
**ENGL 1301** Composition and Rhetoric

**Semester I**

**BIOL 2402** Anatomy and Physiology II  
**PSYC 2314** Human Growth and Development  
**HITT 1305** Medical Terminology  
**SOCI 1301** Introduction to Sociology  
**COSC** Any lab-based computer class

**Semester II**

**SPCH 1318** Interpersonal Communications  
**HITT 2331** Medical Terminology, Advanced  
**BIOL 2420** Microbiology  
**PSYC 2301** Introductory Psychology  
**KINE Elective**

**Second Year**

**Semester III**

**SRGT 1405** Introduction to Surgical Technology  
**SRGT 1409** Fundamentals of Sceptic Technique  
**SRGT 1441** Surgical Procedures I  
**SRGT 1266** Practicum I

**Semester IV**

**SRGT 1442** Surgical Procedures II  
**SRGT 2466** Practicum II  
**Humanities Elective\*\***

**Total Semester Hours—62-64**

*\*\*SPAN 2316 recommended for Humanities elective.*

*(Certificate of Proficiency Option)*

**Prerequisites:\*\*\***

**HITT 1305** Medical Terminology I  
**HITT 2331** Medical Terminology, Advanced

**BIOL 1409** or **BIOL 2401** and **2402** OR  
**BIOL 1406** and **1407** or **VOCN 1501**

**Semester I**

**SRGT 1405** Introduction to Surgical Technology  
**SRGT 1409** Fundamentals of Sceptic Technique  
**SRGT 1441** Surgical Procedures I  
**SRGT 1266** Practicum I

**Semester II**

**SRGT 1442** Surgical Procedures II  
**SRGT 2466** Practicum II

**Total Semester Hours—32-36**

**NOTE:** Recommend SPAN 2316 Spanish for Health Professions as an additional course.

*\*\*\*All prerequisites must be completed before SRGT classes.*

*Special admission and retention rules apply. Contact the program director for details.*

# Surveying and Mapping Technology Curriculum 8435B

## First Year

### Semester I

- SRVY 1301 Introduction to Surveying
- SRVY 1309 Surveying Measurements Practice
- SRVY 1315 Surveying Calculations I
- FORE 1211 Dendrology I
- ENGL 1301 Composition and Rhetoric
- TMTH 1301 Applied Mathematics or College Algebra

### Semester II

- SRVY 1341 Land Surveying
- SRVY 1345 Land Surveying Applications
- SRVY 2309 Computer-Aided Mapping
- FORE 1212 Dendrology II
- SPCH 1321 Business and Professional Speaking
- TMTH 1302 Applied Trigonometry or Higher Level Trigonometry

## Second Year

### Semester III

- SRVY 2331 Geodetic Surveying and Mapping
- SRVY 2335 Geodetic Surveying and Mapping Application
- SRVY 2343 Surveying—Legal Principles I
- ENGL 2311 Technical Report Writing
- Humanities/Fine Arts Elective\*\*
- Social/Behavioral Science Elective\*
- KINE (1 credit hour)

### Semester IV

- SRVY 2339 Engineering Design Surveying
- SRVY 2341 Engineering Design Surveying Lab
- SRVY 2344 Surveying—Legal Principles II
- SRVY 2305 Geographic Information Systems Applications
- SRVY 2286 Surveying and Mapping Practicum
- Surveying and Mapping Elective\*\*\*

**Total Semester Hours—70**

\*Approved Social/Behavioral Science Electives: Government, History, Economics, Psychology, Sociology.

\*\*Approved Humanities/Fine Arts Electives: Bible, Humanities, Journalism, Literature, Modern Language, Philosophy, Art Appreciation, Drama Appreciation, Music Appreciation.

\*\*\*Surveying and Mapping Electives: SRVY 1319, 1391; DFTG 1470; PHYS 1305.

## Professional Licensing Option

Students planning to complete the State of Texas requirements to become a registered professional land surveyor should make the following course substitutions in the degree plan above. Additional education beyond the A.A.S. degree from TJC, as well as state testing and internship in responsible charge, are required to complete the state licensing requirements.

- MATH 1314 for TMTH 1301
- MATH 1316 for TMTH 1302
- ENGL 1302 for ENGL 2311
- GOVT 2305 for the Social/Behavioral Science Elective

## (Designated Surveying Certificate 8435C) TASP Waived

### Semester I

- SRVY 1301 Introduction to Surveying
- SRVY 1309 Surveying Measurement Practice
- SRVY 1315 Surveying Calculations I
- SRVY 2331 Geodetic Surveying and Mapping
- SRVY 2335 Geodetic Surveying and Mapping Application
- SRVY 2343 Surveying—Legal Principles I

### Semester II

- SRVY 1341 Land Surveying
- SRVY 1345 Land Surveying Applications
- SRVY 2309 Computer-Aided Mapping
- SRVY 2339 Engineering Design Surveying
- SRVY 2341 Engineering Design Surveying Lab
- SRVY 2344 Surveying—Legal Principles II

**Total Semester Hours—36**

*(Advanced Surveying Certificate 8435D)*

**Semester I**

SRVY 1301 Introduction to Surveying  
SRVY 1309 Surveying Measurement Practice  
SRVY 1315 Surveying Calculations I  
SRVY 2331 Geodetic Surveying and Mapping  
SRVY 2335 Geodetic Surveying and Mapping Application  
SRVY 2343 Surveying—Legal Principles I

**Semester II**

SRVY 1341 Land Surveying  
SRVY 1345 Land Surveying Applications  
SRVY 2309 Computer-Aided Mapping  
SRVY 2339 Engineering Design Surveying  
SRVY 2341 Engineering Design Surveying Lab  
SRVY 2344 Surveying—Legal Principles II

**Semester III**

SRVY 1319 Introduction to Geographic Information Systems

**Semester IV**

SRVY 2305 Geographic Information Systems Applications

**Total Semester Hours—42**

## **Vision Care Technology Curriculum 8037C**

**Semester I**

OPTS 1311 The Visual System  
OPTS 2341 Ophthalmic Techniques  
OPTS 1305 Geometric Optics  
OPTS 1501 Ophthalmic Dispensing I  
OPTS 1309 Ophthalmic Laboratory I  
OPTS 1315 Basic Contact Lenses

**First Year**

**Semester II**

OPTS 2345 Advanced Ophthalmic Techniques  
OPTS 2531 Advanced Ophthalmic Dispensing  
OPTS 1449 Ophthalmic Laboratory II  
OPTS 2335 Advanced Contact Lenses  
OPTS 2166 Ophthalmic Practicum I  
OPTS 1219 Ophthalmic Office Procedures

**Summer Session (8 weeks)**

OPTS 2266 Ophthalmic Practicum II

**Second Year**

**Semester IV**

ACNT 1303 Introduction to Accounting I  
ENGL 1301 Composition and Rhetoric  
POFM 1313 Medical Terminology I  
POFM 1309 Medical Office Procedures  
Social/Behavioral Science Elective (3 hours)

POFM 1327 Medical Insurance  
POFT 1313 Professional Development for Office Personnel  
COSC 1301 Microcomputer Applications  
College Level Math Elective (3 hours)  
Humanities Elective\* (3 hours)  
KINE Elective (1 hour)

\*SPAN 2316 recommended for Humanities elective.

**Total Semester Hours—70**

*(Certificate of Proficiency 8037B)\* TASP Waived*

**Semester I**

OPTS 1311 The Visual System  
OPTS 2341 Ophthalmic Techniques  
OPTS 1305 Geometric Optics  
OPTS 1501 Ophthalmic Dispensing  
OPTS 1309 Ophthalmic Laboratory I  
OPTS 1315 Basic Contact Lenses

**Semester II**

OPTS 2345 Advanced Ophthalmic Techniques  
OPTS 2531 Advanced Ophthalmic Dispensing  
OPTS 1349 Ophthalmic Laboratory II  
OPTS 2335 Advanced Contact Lenses  
OPTS 2166 Ophthalmic Practicum I  
OPTS 1219 Ophthalmic Office Procedures

**Summer Session (8 weeks)**

OPTS 2266 Ophthalmic Practicum II

**Total Semester Hours—39**

\*Pending approval from the Texas Higher Education Coordinating Board.

# Welding Technology Curriculum 6245

(Associate in Applied Science Option 6245)

## First Year

### Semester I

**WLDG 1421** Introduction to Welding Fundamentals  
**WLDG 1428** Introduction to Shielded Metal Arc Welding (SMAW)  
**WLDG 1425** Introduction to Oxy-Fuel Welding and Cutting  
**ENGL 1301** Composition and Rhetoric  
Humanities/Fine Arts Elective

### Semester II

**WLDG 2443** Advanced Shielded Metal Arc Welding (SMAW)  
**WLDG 1430** Introduction to Gas Metal Arc (MIG) Welding  
**TMTH 1301** Applied Mathematics  
**WLDG 1313** Introduction to Blueprint Reading for Welders  
**ENGL 2311** Technical Report Writing  
**KINE (1 credit hour)**

## Second Year

### Semester III

**WLDG 1435** Introduction to Pipe Welding  
**WLDG 1434** Introduction to Gas Tungsten Arc (TIG) Welding  
**SPCH 1321** Business and Professional Speaking  
**Social/Behavioral Science Elective**  
**WLDG 1412** Introduction to Flux Cored Welding (FCAW)

### Semester IV

**WLDG 2453** Advanced Pipe Welding (Capstone)  
**WLDG 2447** Advanced Gas Metal Arc (MIG) Welding  
**WLDG 2451** Advanced Gas Tungsten Arc (TIG) Welding  
**COSC 1301** Microcomputer Applications

**Total Semester Hours—69**

*Bold courses represent 15 hours of general education requirements.*

*(Designated Welding Certificate 6245A) TASP Required*

## First Year

### Semester I

**WLDG 1421** Introduction to Welding Fundamentals  
**WLDG 1428** Introduction to Shielded Metal Arc Welding (SMAW)\*  
**WLDG 1425** Introduction to Oxy-Fuel Welding and Cutting\*

### Semester II

**WLDG 2443** Advanced Shielded Metal Arc Welding (SMAW)\*  
**WLDG 1430** Introduction to Gas Metal Arc (MIG) Welding\*  
**WLDG 1313** Introduction to Blueprint Reading for Welders

## Second Year

### Semester III

**WLDG 1435** Introduction to Pipe Welding\*  
**WLDG 1434** Introduction to Gas Tungsten Arc (TIG) Welding\*  
**WLDG 1412** Introduction to Flux Cored Welding (FCAW)\*

### Semester IV

**WLDG 2453** Advanced Pipe Welding\*  
**WLDG 2447** Advanced Gas Metal Arc (MIG) Welding\*  
**WLDG 2451** Advanced Gas Tungsten Arc (TIG) Welding (Capstone)\*

**Total Semester Hours—47**

\*WECM courses

*(SMAW Structural Certificate Option 6245B) TASP Waived*

<b>WLDG 1421</b> Introduction to Welding Fundamentals	<b>WLDG 2443</b> Advanced Shielded Metal Arc Welding (SMAW)
<b>WLDG 1428</b> Introduction to Shielded Metal Arc Welding (SMAW)	<b>WLDG 1435</b> Introduction to Pipe Welding
<b>WLDG 1425</b> Introduction to Oxy-Fuel Welding and Cutting	<b>WLDG 2453</b> Advanced Pipe Welding (Capstone)
	<b>WLDG 1313</b> Introduction to Blueprint Reading for Welders

**Total Semester Hours—31**

*(GMAW/FCAW Certificate Option 6245C) TASP Waived*

<b>WLDG 1421</b> Introduction to Welding Fundamentals	<b>WLDG 2443</b> Advanced Shielded Metal Arc Welding (SMAW)
<b>WLDG 1428</b> Introduction to Shielded Metal Arc Welding (SMAW)	<b>WLDG 1412</b> Introduction to Flux Cored Welding (FCAW)
<b>WLDG 1425</b> Introduction to Oxy-Fuel Welding and Cutting	<b>WLDG 2447</b> Advanced Gas Metal Arc (MIG) Welding (Capstone)
<b>WLDG 1430</b> Introduction to Gas Metal Arc (MIG) Welding	<b>WLDG 1313</b> Introduction to Blueprint Reading for Welders

**Total Semester Hours—35**

*(GTAW Certificate Option 6245F) TASP Waived*

<b>Semester I</b>	<b>Semester II</b>
<b>WLDG 1421</b> Introduction to Welding Fundamentals	<b>WLDG 2443</b> Advanced Shielded Metal Arc Welding (SMAW)
<b>WLDG 1428</b> Introduction to Shielded Metal Arc Welding (SMAW)	<b>WLDG 1313</b> Introduction to Blueprint Reading for Welders
<b>WLDG 1425</b> Introduction to Oxy-Fuel Welding and Cutting	<b>WLDG 2451</b> Advanced Gas Tungsten Arc (TIG) Welding (Capstone)
<b>WLDG 1434</b> Introduction to Gas Tungsten Arc (TIG) Welding	

**Total Semester Hours—31**

*(Certificate of Proficiency, AWS Entry-Level Welder Certificate 6245D) TASP Waived*

<b>WLDG 1428</b> Introduction to Shielded Metal Arc Welding (SMAW)	<b>WLDG 2443</b> Advanced Shielded Metal Arc Welding (SMAW) (Capstone)
<b>WLDG 1425</b> Introduction to Oxy-Fuel Welding and Cutting	<b>WLDG 1434</b> Introduction to Gas Tungsten Arc (TIG) Welding
<b>WLDG 1430</b> Introduction to Gas Metal Arc (MIG) Welding	<b>WLDG 1412</b> Introduction to Flux Cored Welding (FCAW)
<b>WLDG 1421</b> Introduction to Welding Fundamentals	<b>WLDG 1313</b> Introduction to Blueprint Reading for Welders

**Total Semester Hours—35**

# CONTINUING STUDIES

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community throughout its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion, and encourages education renewal. Further, the College seeks to provide lifelong learning for people of all ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The College continuing studies program is administered and marketed through the Tyler Junior College **Regional Training and Development Complex (RTDC)** located at 1530 S SW Loop 323 in Tyler. The complex is devoted to offering critically needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, the 84,000-square-foot facility offers services such as on-site registration and fee collection, snack bar/concession area, 300-seat conference room, convenient parking and campus safety. The RTDC is the home of the Continuing Education Center, Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center.

## Continuing Education Center

The Continuing Education Center is a non-credit program that offers:

1. Adult (age 16+) vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the awarding of CEU's be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the Regional Training and Development Complex, 903-510-2900.

## **Refund Policy**

Refunds may be requested at the registrar's office on campus or at the RTDC. The College refund policy is:

- 100% prior to the first class day or if class is cancelled by the College
- 80% during the first class day and NONE thereafter

Refunds will be mailed to the student's permanent address within 2-4 weeks. **Refunds will be applied to outstanding debts owed to Tyler Junior College.**

## **Small Business Development Center**

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems. Please call 903-510-2975 for more information.

## **Tyler Area Business Incubator**

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College. Please call 903-510-2975 for more information.

## **Adult Learning Center**

The Tyler Junior College Adult Learning Center is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Classes and/or individualized instruction may be obtained Monday through Thursday, from 9 a.m. until 4 p.m. and Friday 9 a.m. until noon. There are also evening classes available and outreach centers throughout the community. Please call 903-510-2938 for more information.

## **Ornelas Health and Physical Education Center**

The Ornelas Health and Physical Education Center, an 83,000-square-foot facility located on the TJC campus, and a full partner in the School of Continuing Studies, offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities for students, faculty and staff. In addition, a full range of recreational and fitness clinics and camps for children and youth are available to the public through the continuing education program at the center. For more information, please call 903-510-2555.



*“Teaching encompasses much more than the learning of facts and figures ... teaching inspires minds to engage in pursuit of knowledge.”*

**Kristopher J. Hobson, Instructor/Director, Agricultural Sciences**

B.S., M.Ed., Texas A&M University

# WHAT YOU CAN EXPECT

## COURSE DESCRIPTIONS

### **Agriculture 0100**

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

#### **AGRI 1131 The Agricultural Industry (1-0) (CB0101035221)**

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

#### **AGRI 1309 Computers in Agriculture (2-2) (3 credits) (CB0101015121)**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

#### **AGRI 1407 Fundamentals of Crop Production (3-2) (4 credits) (CB0204025121)**

Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

#### **AGRI 1413 General Entomology (3-2) (4 credits) (CB0204085121)**

Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

#### **AGRI 1415 Horticulture (3-3) (4 credits) (CB0106015121)**

Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

#### **AGRI 1419 Introductory Animal Science (3-3) (4 credits) (CB0202015121)**

Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

#### **AGRI 2303 Farm Shop (1-4) (3 credits) (CB0102015121)**

Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

#### **AGRI 2317 Introduction to Agricultural Economics (3-0) (3 credits) (CB0101035121)**

Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

#### **AGRI 2321 Livestock Evaluation (3-3) (3 credits) (CB0202015221)**

Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

#### **AGRI 2330 Wildlife Management (3-0) (3 credits) (CB0306015121)**

Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

# Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

## **HART 1371 (AIRC 1313) Air Conditioning Welding Procedures (2-2) (3 credits)**

Designed to provide entry-level skills with oxy-fuel safety, cutting, welding, brazing, braze welding and soldering.

## **HART 1401 (AIRC 1311) Electricity Principles (3-3) (4 credits)**

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

## **HART 1403 (AIRC 2302) A/C Control Principles (3-3) (4 credits)**

A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits.

**Prerequisite:** HART 1401 or consent of instructor.

## **HART 1407 (AIRC 1301) Refrigeration Principles (3-3) (4 credits)**

An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

## **HART 1441 (AIRC 1300) Residential Air Conditioning (3-3) (4 credits)**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

## **HART 1442 (AIRC 1321) Commercial Refrigeration (3-3) (4 credits)**

Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines.

**Prerequisites:** HART 1401, 1407 or consent of instructor.

## **HART 1445 (AIRC 2301) Gas and Electric Heating (3-3) (4 credits)**

A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

**Prerequisites:** HART 1401 or consent of instructor

## **HART 1449 (AIRC 2322) Heat Pumps (3-3) (4 credits)**

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

**Prerequisite:** HART 1445 or consent of instructor.

## **HART 2436 (AIRC 2325) Troubleshooting (Capstone) (3-3) (4 credits)**

This course is the capstone for the Air Conditioning and Refrigeration AAS degree and must be completed in the last semester of the AAS degree. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

**Prerequisite:** HART 1403 or consent of instructor.

**HART 2438 (AIRC 2321) Air Conditioning Installation/Service (3-3) (4 credits)**

This course is the capstone for the Air Conditioning Certificate of Proficiency and must be completed in the last semester of the Air Conditioning Certificate of Proficiency. A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques.

**Prerequisite:** HART 1407 or consent of instructor.

**HART 2445 (AIRC 2303) Air Conditioning Systems Design (3-3) (4 credits)**

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

**HART 2471 (AIRC 2328) Commercial Ice Machines (3-3) (4 credits)**

An advanced course which covers components, accessories and service of commercial ice machines and other specialized refrigeration units. This course is a Capstone for the commercial refrigeration certificate of proficiency and must be completed in the last semester of the commercial refrigeration certificate.

**Prerequisites:** HART 1401, 1407 or consent of instructor.

**MAIR 1341 Domestic Cooking Equipment (2-2) (3 credits)**

Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electric components in gas and electronic ranges and microwave ovens. Emphasis on safety for the gas systems in ranges and high voltage circuitry in microwave ovens.

**MAIR 1345 Dryers, Washers, and Dishwashers (2-2) (3 credits)**

Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in dryers, washers, and dishwashers. Emphasis on safety for the electrical and mechanical systems.

**MAIR 1449 (AIRC 2326) Refrigerators, Freezers, Window Air Conditioners (Capstone) (3-3) (4 credits)**

This course is the capstone for the Major Home Appliances Certificate of Proficiency and must be completed in the last semester of the Major Home Appliances Certificate of Proficiency. Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems.

**Prerequisites:** HART 1401, 1407 or consent of instructor.

**MCHN 1301 (AIRC 2307) Sheet Metal I (2-4) (3 credits)**

An introduction to the materials, tools, and techniques used in the sheet metal industry. Review of trade math problems involving measurement of lines, area, volume, weight, and geometric figures. Introduction of types and uses of hand, layout, and cutting tools along with bending and forming machines. Practice of material types and properties along with the principles of layout and metal forming.

## **Art 1002**

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

### **ARTS 1301 Art Appreciation (3-0) (3 credits) (CB5007035130)**

A humanities course featuring principles of design from the layman's point of view; a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

### **ARTS 1303 Art History I (3-0) (3 credits) (CB5007035230)**

Survey of painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide-illustrated lectures and text study.

### **ARTS 1304 Art History II (3-0) (3 credits) (CB5007035230)**

Survey of painting, sculpture, architecture and crafts from the early Renaissance to the present through critical and analytical slide-illustrated lectures and text study.

### **ARTS 1311 Design I (3-3) (3 credits) (CB5004015330)**

Introduction to the art elements and principles of design with emphasis upon two-dimensional designs using a wide range of media and techniques.

### **ARTS 1312 Design II (3-3) (3 credits) (CB5004015330)**

Introduction to the elements and principles of design with emphasis on three-dimensional design using a wide range of media and techniques.

### **ARTS 1316 Drawing I (3-3) (3 credits) (CB5007055230)**

Introduction to the basic techniques and materials of drawing with emphasis on line, value, proportion and perspective.

### **ARTS 1317 Drawing II (3-3) (3 credits) (CB5007055230)**

A continuation of ARTS 1316 with emphasis on the human figure using various media and techniques.

### **ARTS 1413 Art for Pre-School and Elementary School**

(3-3) (4 credits) (CB5007015130)

Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects including art appreciation, critique and curriculum formation.

### **ARTS 2143 Contemporary Issues in Art (1-1) (1 credit) (CB5007035330)**

Study of art history and culture through the exploration of contemporary art works with an emphasis on aesthetic judgement and growth. Includes required field trips at student expense. May be repeated for credit when topics vary.

### **ARTS 2270 Museum Internship (1-6) (2 credits) (CB2401035230)**

Training in the professional and technical practices of a museum under the direction of the museum director, students will work in the areas of: exhibition installation and registration, collection research, museum methods and general office processes.

**Prerequisite:** Program director approval required.

### **ARTS 2316 Painting I (3-3) (3 credits) (CB5007085230)**

An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

**ARTS 2317 Painting II (3-3) (3 credits) (CB5007085230)**

A continuation of ARTS 2316 with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

**ARTS 2333 Printmaking I (3-3) (3 credits) (CB5007105130)**

Introduction to traditional printmaking processes and techniques.

**ARTS 2334 Printmaking II (3-3) (CB5007105130)**

A continuation of ARTS 2333 with emphasis on personal artistic expression utilizing traditional and non-traditional printmaking processes.

**ARTS 2336 Fiber Arts I (3-3) (3 credits) (CB5007125130)**

Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

**ARTS 2337 Fiber Art II (3-3) (3 credits) (CB5007125130)**

A continuation of ARTS 2336.

**ARTS 2346 Ceramics I (3-3) (3 credits) (CB5007115130)**

Introduction to basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

**ARTS 2347 Ceramics II (3-3) (3 credits) (CB5007115130)**

Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

**ARTS 2366 Water Color Painting (3-3) (3 credits) (CB5007085330)**

An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

**ARTS 2367 Water Color Painting II (3-3) (3 credits) (CB5007085330)**

A continuation of ARTS 2366 with emphasis on personal artistic expression and advanced water media techniques.

## **Astronomy**

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

**PHYS 1411 Introduction to Astronomy I (3-3) (4 credits) (CB4002015139)**

An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

**PHYS 1412 Introduction to Astronomy II (3-3) (4 credits) (CB4002015139)**

An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

## Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.

2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.

3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.

4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **BIBL 1101 Selected Studies in the Old Testament (1-0) (1 credit)**

A study involving either an Old Testament book or theme.

### **BIBL 1102 Selected Studies in the New Testament (1-0) (1 credit)**

A study involving either a New Testament book or theme.

### **BIBL 1103 An Introduction to Christianity (1-0) (1 credit)**

A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

### **BIBL 1301 Survey of the Old Testament (3-0) (3 credits)**

The history, literature and teachings of the Old Testament.

### **BIBL 1315, 1325, 2315, 2325, Bible Topics (3-0) (3 credits)**

Different topics each semester. May repeat for credit as topic changes.

### **BIBL 1321 Survey of the New Testament (3-0) (3 credits)**

The history, literature and teachings of the New Testament.

### **BIBL 2311 Life and Teachings of Jesus (3-0) (3 credits)**

The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

### **BIBL 2321 Life and Letters of Paul (3-0) (3 credits)**

The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

### **BIBL 2322 World Religions (3-0) (3 credits)**

An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

## Biology 0401

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

### **BIOL 1187 Special Topics in Biology I (1-2) (1 credit) (CB2601015224)**

Designed to integrate practical hands-on study in biological science.

### **BIOL 1188 Special Topics in Biology II (1-2) (1 credit) (CB2601015224)**

A continuation of BIOL 1187.

### **BIOL 1189 Special Topics in Biology III (1-2) (1 credit) (CB2601015224)**

A continuation of BIOL 1188.

**BIOL 1406 Majors Biology I** (3-3) (4 credits) (CB2601015124)

A general study of the concepts of biology relating to the chemical and molecular basis of life, the cell, energy transformations and principles of genetics. For the science major.

**BIOL 1407 Majors Biology II** (3-3) (4 credits) (CB2601015124)

A study of the principles of evolution and ecology as well as a taxonomic approach to the diversity of life, with special emphasis on the plant and animal kingdoms. Designed for the science major.

**BIOL 1408 Introductory Biology I** (3-3) (4 credits) (CB2601015124)

Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates.

**BIOL 1409 Introductory Biology II** (3-3) (4 credits) (CB2601015124)

Emphasizes the development, structure and function of organ systems in man.

**BIOL 1411 General Botany** (3-3) (4 credits) (CB2603015124)

Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

**BIOL 1413 General Zoology** (3-3) (4 credits) (CB2607015124)

Structure, physiology and development of animals; emphasis on vertebrate animals.

**BIOL 2389 Special Topics in Biology IV** (2-3) (3 credits) (CB2601015224)

Topics will be at the discretion of the program director and will reflect current practices in biological sciences. Students who take this course cannot take BIOL 1187, 1188 or 1189.

**BIOL 2401 Anatomy and Physiology I** (3-3) (4 credits) (CB2607065124)

Functional anatomy with emphasis on basic principles and physiological activities of different systems of the body. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. Credit in BIOL 1409 is strongly recommended.

**BIOL 2402 Anatomy and Physiology II** (3-3) (4 credits) (CB2607065124)

A continuation of BIOL 2401.

**Prerequisite:** BIOL 2401.

**BIOL 2406 Environmental Science** (3-3) (4 credits) (CB0301025124)

Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects.

**BIOL 2416 Genetics** (3-3) (4 credits) (CB2606135124)

Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.

**Prerequisite:** One year of biology.

**BIOL 2417 Comparative Vertebrate Anatomy** (3-4) (4 credits) (CB2607065124)

Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, premedical and predental majors.

**Prerequisites:** BIOL 1406, 1407, 1411 or 1413.

**BIOL 2420 Microbiology** (3-3) (4 credits) (CB2605015124)

Characteristics and activities of microorganisms and their relation to health and disease. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. For the health science student. Credit in BIOL 1409 is strongly recommended.

**BIOL 2421 Majors Microbiology (3-4) (4 credits) (CB2605015124)**

Study of the morphology, physiology, ecology, genetics, control and taxonomy of microorganisms. Laboratory methods stress pure culture studies and the use of laboratory apparatuses in quantitative determinations. For the science major.

**Prerequisites:** CHEM 1412, BIOL 1406, 1407 or approval of instructor.

**BIOL 2471 Native Plants (3-3) (4 credits) (CB2603015224)**

Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field trips required.

## **Business Administration 0501**

A student majoring in business is encouraged to see a Tyler Junior College faculty advisor or academic counselor for assistance in completing a degree plan.

**ACCT 2401 Principles of Financial Accounting (3-3) (4 credits) (CB5203015125)**

A study of financial accounting: the accounting cycle, double-entry bookkeeping, preparation and analysis of financial statements.

**Prerequisite:** COSC 1475.

**ACCT 2402 Principles of Managerial Accounting (3-3) (4 credits) (CB5203015125)**

Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.

**Prerequisite:** ACCT 2401.

**BUSI 1301 Introduction to Business (3-0) (3 credits) (CB5201015125)**

Provides an overall picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. This is also offered through instructional television.

**BUSI 1311 Principles of Personal Selling (3-0) (3 credits) (CB0807063125)**

The basic principles of personal salesmanship including a study of methods, problems and duties of a salesperson.

**BUSI 2301 Business Law (3-0) (3 credits) (CB2201015125)**

Introduction to the principles and elements of contracts, warranties, commercial paper, principal-agency relationships, personal and real property and estate law. Also offered through instructional television.

**BUSI 2302 Legal Environment in Business (3-0) (3 credits) (CB2201015225)**

Law's effects on business and individuals, to include contracts, torts, agency, administrative law, labor and employment law, environmental law, ethical standards and law and international business.

## **Business Management 5822**

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business and management. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in business management.

**ACNT 1303 (BUSI 1371) Introduction to Accounting I (3-0) (3 credits)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1304 (BUSI 1372) Introduction to Accounting II (2-4) (3 credits)**

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

**BMGT 1302 (MGMT 2321) Principles of Retailing (3-0) (3 credits)**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

**BMGT 1303 (MGMT 1301) Principles of Management (3-0) (3 credits)**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

**BMGT 1307 High Performance Work Teams (3-0) (3 credits)**

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

**Prerequisite:** Instructor consent.

**BMGT 1331 (MGMT 2331) Production and Operations Management (3-0) (3 credits)**

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

**BMGT 1391 Special Topics in Business Administration and Management, General (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**BMGT 2303 (BUSI 2390 and MGMT 2390) Problem Solving and Decision Making (3-0) (3 credits)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies, and the use of other managerial decision aids.

**BMGT 2309 Leadership (3-0) (3 credits)**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skill needed to inspire and influence.

**BMGT 2341 Strategic Management (3-0) (3 credits)**

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**Prerequisite:** Instructor consent.

**BMGT 2347 Critical Thinking and Problem Solving (3-0) (3 credits)**

Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a term environment.

**BMGT 2368 (BUSI 2380 and MGMT 2380) Practicum (or Field Experience)–****Business Administration and Management, General (1-20) (3 credits)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individual plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**BUSA 1343 Industrial Economics (3-0) (3 credits)**

Examines the profitability factors of plant operations including productivity, efficiency, fixed and variable costs, inventory and asset control, overhead, maintenance costs, cost of downtime, budgets, and cost benefit factors, and input-of day-to-day operations on business profitability.

**BUSG 1371 (MGMT 2350) Ethics in Business and Management (3-0) (3 credits)**

An issue driven course that analyzes ethical theory as applied to management decision making and business policy.

**BUSG 2309 (MGMT 2322) Small Business Management (3-0) (3 credits)**

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

**HRPO 2301 (MGMT 2323) Human Resources Management (3-0) (3 credits)**

Behavioral and legal approaches to the management of human resources in organizations.

**HRPO 2307 (MGMT 1302) Organizational Behavior (3-0) (3 credits)**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

**IBUS 1391 Special Topics in International Business (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology and occupation and relevant to the professional development of the student.

**MRKG 1311 (MGMT 1312) Principles of Marketing (3-0) (3 credits)**

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

**MRKG 1391 Special Topics in Business Marketing and Marketing Management (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology and occupation and relevant to the professional development of the student.

## **Chemistry 0401A**

Students who have not studied chemistry in high school are advised to complete CHEM 1370, Basic Chemistry prior to enrolling in CHEM 1406, Fundamentals of Chemistry.

A student majoring in chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

**Note:** Neither Chemistry 1405-1407 nor 1406-1408 may be substituted for Chemistry 1411-1412 in meeting prerequisites in scientific curricula.

### **CHEM 1370 Basic Chemistry (3-0) (CB4005015139) (3 credits)**

Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

### **CHEM 1405 Introductory Chemistry I (3-3) (4 credits) (CB4005015139)**

Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors. This is also offered through instructional television.

### **CHEM 1406 Fundamentals of Chemistry (3-3) (4 credits) (CB4005015139)**

Introduction to inorganic, organic, and biochemistry, especially suited for persons interested in the health professions.

### **CHEM 1407 Introductory Chemistry II (3-3) (4 credits) (CB4005015139)**

Continuation of Chemistry 1405. Emphasis on organic and biochemistry.

**Prerequisite:** CHEM 1405. Suited for non-science majors.

### **CHEM 1408 Fundamentals of Organic and Biochemistry**

(3-3) (4 credits) (CB4005015139)

Continuation of CHEM 1406 with further emphasis on organic and biochemistry.

**Prerequisite:** CHEM 1406, or consent of chemistry director.

### **CHEM 1411 General Chemistry I (3-4) (4 credits) (CB4005015239)**

Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.

**Prerequisite:** CHEM 1370 or high school algebra II, or high school chemistry with high school algebra I.

### **CHEM 1412 General Chemistry II (3-4) (4 credits) (CB4005015239)**

Continuation of Chemistry 1411. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electro-chemistry and selected topics. Lab work includes an introduction to volumetric and qualitative analysis.

**Prerequisite:** CHEM 1411.

### **CHEM 2423 Organic Chemistry I (3-4) (4 credits) (CB4005045239)**

Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, stereochemistry and molecular conformations with lab work including the use of gas chromatography and infrared spectroscopy.

**Prerequisite:** CHEM 1412.

### **CHEM 2425 Organic Chemistry II (3-4) (4 credits) (CB4005045239)**

Continuation of CHEM 2423 with lab work including an introduction to mass spectroscopy and nuclear magnetic resonance.

**Prerequisite:** CHEM 2423.

# Child Development 5222

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development.

## **CDEC 1303 (CHID 1321) Family and the Community (3-1) (3 credits)**

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community life styles, child abuse, and current issues.

## **CDEC 1311 (CHID 1311) Introduction to Early Childhood Education (3-1) (3 credits)**

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

## **CDEC 1313 (CHID 1313) Curriculum Resources for Early Childhood Programs**

(2-4 ) (3 credits)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

## **CDEC 1317 Child Development Associate Training I (3-1) (3 credits)**

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study included: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview.

## **CDEC 1318 (CHID 1324) Nutrition, Health, and Safety (2-3) (3 credits)**

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

## **CDEC 1319 (CHID 2312) Child Guidance (3-1) (3 credits)**

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.

## **CDEC 1354 (CHID 1322) Child Growth and Development (3-1) (3 credits)**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

## **CDEC 1358 (CHID 1323) Creative Arts for Early Childhood (2-4) (3 credits)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

## **CDEC 1359 (CHID 2311) Children with Special Needs (3-1) (3 credits)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

**CDEC 1394 (CHID 2321) Studies in Early Childhood (2-4) (3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 2321 The Infant and Toddler (3-1) (3 credits)**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2322 Child Development Associate Training II (3-1) (3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

**CDEC 2324 Child Development Associate Training III (3-1) (3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication.

**CDEC 2326 (CHID 1312) Administration of Programs for Children I (3-1) (3 credits)**

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2328 (CHID 2322) Administration of Programs for Children II (3-1) (3 credits)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

**CDEC 2341 The School Age Child (3-1) (3 credits)**

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2386 (CHID 1310) Internship I—Child Development and Early Childhood (1-12) (3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

**CDEC 2387 (CHID 1320) Internship II—Child Development and Early Childhood (1-12) (3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

# Computer-Aided Drafting and Design 8622

High technology and personal computers have revolutionized the drafting and design processes of American industry. The technological changes resulting from the introduction of the personal computer have led to the new and emerging technology, computer-aided drafting and design (CADD). CADD drafters use the microcomputer to prepare clear, complete and accurate working plans, detail drawings, sketches, illustrations and charts. The computer-aided drafting and design program provides the student the opportunity to study architectural, electronic, machine, pipe, structural and map drafting. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

## **DFTG 1305 (CADD 1311) Technical Drafting (2-4) (3 credits)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Computer-aided drafting applications are used to illustrate processes used in the drafting industry.

**Prerequisite:** DFTG 1409 or concurrent enrollment.

## **DFTG 1317 (CADD 2343) Architectural Drafting—Residential (2-4) (3 credits)**

Architectural drafting procedures. Practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. The study includes site plan, floor plans, foundation plan, elevations, details and schedules.

**Prerequisite:** DFTG 1409.

## **DFTG 1344 (CADD 2383) Pipe Drafting (2-4) (3 credits)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

**Prerequisite:** DFTG 1409.

## **DFTG 1354 (CADD 2344) Architectural Drafting—Commercial (2-4) (3 credits)**

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

**Prerequisite:** DFTG 1317.

## **DFTG 1356 (CADD 1312) Descriptive Geometry (2-4) (3 credits)**

Examination of the graphical solution to problems involving points, lines, and planes in space including orthographic projection. Three-dimensional wireframe and solid models are used to illustrate geometric principles.

**Prerequisite:** DFTG 1409.

## **DFTG 1358 (CADD 1362) Electrical/Electronics Drafting (2-4) (3 credits)**

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

## **DFTG 1409 (CADD 1431) Basic Computer-Aided Drafting (3-3) (4 credits)**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

**DFTG 1448 (CADD 2424) Topographical Drafting (3-3) (4 credits)**

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses.

**Prerequisite:** DFTG 1409.

**DFTG 1470 (CADD 1492) Introduction to MicroStation (3-3) (4 credits)**

An introduction to the Intergraph MicroStation computer-aided drafting software package, including design fundamentals, 2D and 3D views, plotting and advanced operations.

**DFTG 2308 (CADD 2384) Instrumentation Drafting (2-4) (3 credits)**

A study of the basic principles of instrumentation as applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

**Prerequisite:** DFTG 1344.

**DFTG 2310 (CADD 2373) Structural Drafting (2-4) (3 credits)**

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

**Prerequisite:** DFTG 1409.

**DFTG 2312 (CADD 1321) Technical Illustration (2-4) (3 credits)**

Topics include pictorial drawing including isometrics, obliques, perspectives, charts and graphs, shading, transfer lettering, and use of different media including pencil and ink.

**DFTG 2332 (CADD 2334) Advanced Computer-Aided Drafting (2-4) (3 credits)**

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. Utilizes student's basic knowledge of computer software and operations to complete computer-aided problems.

**Prerequisite:** 24 semester credit hours in DFTG courses or consent of instructor.

**DFTG 2340 Solid Modeling/Design (2-4) (3 credits)**

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

**Prerequisite:** DFTG 1409.

**DFTG 2386 Internship-Drafting (0-10) (3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** 30 semester credit hours in DFTG courses or consent of the instructor.

**DFTG 2402 (CADD 1432) Machine Drafting (3-3) (4 credits)**

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.

**Prerequisite:** DFTG 1305 and 1409.

**DFTG 2404 Printed Circuit Board Design (3-3) (4 credits)**

An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processes required to lay out printed circuit board and manufacturing documentation.

**Prerequisite:** DFTG 1358.

**DFTG 2456 Advanced Printed Circuit Board Design (3-3) (4 credits)**

An advanced course including the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards.

**Prerequisite:** DFTG 2404.

## Computer Science 6021

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The College provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer Science offers high quality instruction in current networking technology, current generation hardware and state-of-the-art software in four program options. These options are: five, one or two semester certificates of proficiency to enhance computer skills. There is a two-year degree option, Associate in Applied Science Degree in Applications Programming, which provides the skills needed for entry/mid level programming assignments; and a two-year Networking Technologies degree option which provides industry certified training in computer networks. We also offer a two-year degree option for an AAS in Information Systems Technical Support.

**COSC 1300 Introduction to Computing (3-0) (3 credits) (CB1101015127)**

Provides a thorough introduction to the history, concepts, and terminology involving computers. BASIC language and use of standard applications packages included. This course is also offered through instructional television.

**COSC 1301 Microcomputer Applications (2-4) (3 credits) (CB1101015227)**

Introductory hands-on course using microcomputers to study system commands and major desktop software packages. Includes history of computers.

**COSC 1416 Computer Programming: Visual Basic (3-3) (4 credits)**

Develops beginning programming skills as commonly implemented in business and scientific environments.

**Prerequisites:** COSC 1420 or consent of instructor.

**COSC 1420 Computer Programming: C (3-3) (4 credits)**

A study of structured program development using the C++ programming language. Includes multi-module development and the usage of pointers.

**COSC 1422 Computer Programming: JAVA (3-3) (4 credits)**

An introduction to the JAVA programming language.

**Prerequisite:** COSC 1420.

**COSC 1432 Computer Programming: COBOL (3-3) (4 credits)**

A high-level business language using structured techniques in a mainframe environment.

**Prerequisite:** COSC 1420.

**COSC 1475 Business Information Systems (3-3) (4 credits)**

A study of the concepts and terminology used with computers from a business perspective. Includes continued study in word processing, spreadsheet, and database. (Meets prerequisite for ACCT 2401.) (Keyboard skills and basic computer literacy suggested.)

**COSC 2332 Advanced Computer Programming: COBOL (3-1) (3 credits)**

File maintenance, structures and utilities using COBOL language.

**Prerequisite:** COSC 1432 or consent of the instructor.

**COSC 2471 Advanced Programming: C (3-3) (3 credits)**

A study of the "object oriented" approach to developing software emphasizing code reusability through data hiding, encapsulation, inheritance and polymorphism. Uses the C++ programming language.

**Prerequisite:** COSC 1420.

**ITNW 1320 (COSC 1481) NetWare 5 Administration (3-1) (3 credits)**

An introduction to NetWare 5 Administration.

**Prerequisites:** CPMT 1349 and ITSC 1317.

**ITNW 1343 (COSC 1383) Network Technologies (Novell 565) (3-0) (3 credits)**

An introduction to networking technologies. Topics include basic computer networking terminology and concepts, contemporary network services, transmission media, and protocols.

**ITNW 1352 Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 (3-0) (3 credits)**

A course in the skill development for set up, configuration, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft® Windows NT operating system version 4.0.

**ITNW 2301 (COSC 1482) Administering Microsoft Windows NT (3-1) (3 credits)**

Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network.

**Prerequisites:** CPMT 1349 and ITSC 1317.

**ITNW 2331 (COSC 2487) Novell Service and Support (3-1) (3 credits)**

Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software.

**ITNW 2337 Network Management Using Manage Wise (3-1) (3 credits)**

Instruction in the implementation of ManageWise.

**ITNW 2338 (COSC 2485) NetWare 5 Advanced Administration (3-1) (3 credits)**

Skill development in the configuration and administration of a NetWare 5 network.

**Prerequisite:** ITNW 1320.

**ITNW 2341 NewWare Integrating Windows NT (3-1) (3 credits)**

Skill development in integrating Windows NT and NetWare.

**ITNW 2342 (COSC 2489) Novell Directory Services (NDS) Design and Implementation for NewWare 5 (3-1) (3 credits)**

A course in designing and implementing Novell Directory Services (NDS). Topics include partitioning, replication, time synchronization, and strategies for directory tree structure and object placement.

**ITNW 2349 Securing Intranets with BorderManager (3-1) (3 credits)**

Instruction in the implementation of BorderManager including installation, configuration, administration, maintenance, implementation of access control and troubleshooting components.

**ITNW 2351 (COSC 2486) Microsoft Windows NT Core Technologies (3-1) (3 credits)**

Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system.

**ITNW 2353 Supporting Microsoft Proxy Server 2.0 (3-1) (3 credits)**

An introduction to Microsoft Proxy Server 2.0 including installation, configuration, and troubleshooting Basic architecture, methods of controlling Internet access, using Internet Service Manager to administer Proxy Server, configuring the cache, enhancing Performance Monitor, and methods of improving performance.

**ITNW 2356 Supporting Microsoft Windows NT Server 4.0—Enterprise Technologies (3-1) (3 credits)**

This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment.

**ITNW 2454 Internet/Intranet Server (3-3) (4 credits)**

Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server.

**ITSC 1305 (COSC 1371) Introduction to PC Operating Systems (2-4) (3 credits)**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1313 Internet/Web Page Development (3-1) (3 credits)**

Instruction in the use of Internet services and the fundamentals of web page design and web site development.

**ITSC 1317 (COSC 2308) PC Operating Systems—DOS (2-4) (3 credits)**

Introduction to the DOS operating system. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities.

**ITSC 1321 PC Operating Systems—Windows (2-4) (3 credits)**

Introduction to windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities.

**ITSC 2331 (COSC 2307) Integrated Software Applications III (2-4) (3 credits)**

Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

**ITSE 1305 (COSC 1486) Web Authoring and Publishing for NetWare5 (3-1) (3 credits)**

An introduction to designing and publishing Web documents. Topics include basic hypertext markup language (HTML), hyperlinks, tables, frames, images, and forms. Application of tools available for creating and editing HTML also explored.

**ITSE 1350 (COSC 2390) System Analysis and Design (3-0) (3 credits)**

Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

**ITSE 2349 Advanced Visual BASIC Programming (3-1) (3 credits)**

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation.

**Prerequisite:** COSC 1416.

**ITSE 2409 (COSC 2372) Introduction to Database Programming (3-3) (4 credits)**

Application development using database programming techniques emphasizing database structures, modeling, and database access.

**ITSW 1306 (COSC 1362) UNIX Operating System I—(LINUX) (2-4) (3 credits)**

A study of the UNIX operating system including multiuser concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

**ITSW 1311 AS/400 Operating System I (3-1) (3 credits)**

A study of the AS/400 operating system including multiuser concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management.

**ITSW 1392 (COSC 1379) Special Topics in Management Information Systems and Business Data Processing, General (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

## **Criminal Justice 7021**

Students successfully completing this program receive the associate in applied science degree law enforcement option and may sit for the Texas peace officer licensing examination. May not register for CJLE courses 2421, 2420 or 2522 without prior completion of a criminal history check and instructor approval.

**CJCR 1304 (CRIJ 1321) LE—Probation and Parole (3-0) (3 credits)**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

**CJCR 1307 (CRIJ 2313) LE—Correctional Systems and Practices (3-0) (3 credits)**

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues.

**CJCR 2324 (CRIJ 2301) LE—Community Resources in Corrections (3-0) (3 credits)**

An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment.

**CJLE 1333 (CRIJ 2331) Traffic Law and Investigation (3-0) (3 credits)**

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

**CJLE 2420 (CRIJ 2434) Texas Peace Officer Procedures (3-4) (4 credits)**

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator.

**CJLE 2421 (CRIJ 2433) Texas Peace Officer Law (3-4) (4 credits)**

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator.

**CJLE 2522 (CRIJ 2535) Texas Peace Officer Skills (3-5) (5 credits)**

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate or Bachelor's Degree and approval of the college department administrator.

**Prerequisite:** Must meet Texas Peace Officer eligibility under TECLOSE rules.

**CJSA 1308 (CRIJ 2336) Criminalistics I (3-1) (3 credits)**

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

**CJSA 1317 (CRIJ 1320) Juvenile Justice System (3-0) (3 credits)**

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

**CJSA 1325 (CRIJ 1322) Criminology (3-0) (3 credits)**

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences.

**CJSA 1342 (CRIJ 2314) Criminal Investigation (3-0) (3 credits)**

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

**CJSA 1359 (CRIJ 2328) Police System and Practices (3-0) (3 credits)**

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

**CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement (3-0) (3 credits)**

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

**CJSA 2389 (CRIJ 2337) Internship—Criminal Justice Studies**

(Capstone) (1-17) (3 credits)

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Sophomore standing.

**CRIJ 1301 Introduction to Criminal Justice (3-0) (3 credits) (CB4301045142)**

Provides an overview of the United States and European criminal justice systems.

**CRIJ 1306 The Courts and Criminal Procedure (3-0) (3 credits) (CB2201015442)**

The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

**CRIJ 1307 Crime in America (3-0) (3 credits) (CB4504015242)**

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

**CRIJ 1310 Fundamentals of Criminal Law (3-0) (3 credits) (CB2201015342)**

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

## **Dance 1007A**

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

**DANC 1112 Dance Performance (0-3) (1 credit) (CB5003015330)**

Participation and instruction in a variety of dance activities and techniques. Fall only. Must be taken concurrently with DANC 1212.

**DANC 1113 Dance Performance (0-3) (1 credit) (CB5003015330)**

A continuation of DANC 1112. Spring only. Must be taken concurrently with DANC 1213.

**DANC 1210 Tap I (2-1) (2 credits) (CB3601145128)**

Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

**DANC 1211 Tap II (2-1) (2 credits) (CB3601145128)**

A continuation of DANC 1210. Introduces concepts of group and solo work.

**DANC 1212, 1213, 2212, 2213 Dance Practicum (1-5) (2 credits) (CB5003015330)**

A practicum in dance as a performing art.

**DANC 1341 Ballet I (1-5) (3 credits) (CB5003015230)**

Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movements as well as precision in execution.

**DANC 1342 Ballet II (1-5) (3 credits) (CB5003015230)**

Introduces variations from the classical and neo-classical repertoire.

**Prerequisite:** DANC 1341.

**DANC 1345 Modern Dance I (2-1) (3 credits) (CB5003015230)**

Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation, and imaging and improvisation.

**DANC 1346 Modern Dance II (2-1) (3 credits) (CB5003015230)**

Introduces concepts of partnering along with solo group work.

**Prerequisite:** DANC 1345.

**DANC 1347 Jazz Dance I (2-1) (3 credits) (CB5003015230)**

Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

**DANC 1348 Jazz Dance II (2-1) (3 credits) (CB5003015230)**

Introduces concepts of solo and group work.

**Prerequisite:** DANC 1347.

**DANC 2112 Dance Performance (0-3) (1 credit) (CB5003015330)**

Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance. Fall only. Must be taken concurrently with DANC 2212.

**DANC 2113 Dance Performance (0-3) (1 credit) (CB3601145130)**

A continuation of DANC 2112. Spring only. Must be taken concurrently with DANC 2213.

**DANC 2303 Dance Appreciation (3-0) (3 credits) (CB5003015330)**

A survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

**DANC 2341 Ballet III (1-5) (3 credits) (CB5003015230)**

A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.

**Prerequisite:** DANC 1342.

**DANC 2342 Ballet IV (1-5) (3 credits) (CB5003015230)**

Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.

**Prerequisite:** DANC 2341.

## Dental Hygiene 8034

Enrollment in this program is limited to 36 places each year, and those applying for admission must make application directly to the dental hygiene program office. See the Selected Admissions requirements in the admissions section of this *Catalog*.

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination are eligible to take state licensing exams in states where they plan to practice.

### **DHYG 1207 (DENH 2132) General and Dental Nutrition (2-1) (2 credits)**

A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed.

**Prerequisite:** CHEM 1406.

### **DHYG 1211 (DENH 2242) Periodontology (2-0) (2 credits)**

Study of normal and disease periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting.

**Prerequisites:** DHYG 1227, 1260 and 1304.

### **DHYG 1227 (DENH 1424) Preventive Dental Hygiene Care (2-0) (2 credits)**

Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator.

**Prerequisites:** DHYG 1431 and 1304.

### **DHYG 1235 (DENH 2231) Pharmacology for the Dental Hygienist (2-0) (2 credits)**

A study of the classes of drugs and their uses, actions, interactions, side effects, contraindications, and oral manifestations with emphasis on dental applications.

**Prerequisites:** CHEM 1406 and DHYG 1339.

### **DHYG 1260 (DENH 1424) Clinical I—Dental Hygienist (0-8) (2 credits)**

Introductory clinic instrumentation techniques and treatment planning for patients with light to moderate difficulty. The use of infection control and patient education skills are practiced.

**Prerequisites:** DHYG 1431 and 1304.

### **DHYG 1301 (DENH 1314 & 1312) Orofacial Anatomy, Histology and Embryology (2-4) (3 credits)**

A study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

**Prerequisites:** BIOL 2401 and 2402.

**DHYG 1315 (DENH 2234 & 2244) Community Dentistry (2-4) (3 credits)**

Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings.

**Prerequisites:** DHYG 1227 and 1260.

**DHYG 1319 (DENH 1121) Dental Materials (2-2) (3 credits)**

Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the lab setting.

**Prerequisite:** Acceptance into program.

**DHYG 1339 (DENH 1222 & 1223) General and Oral Pathology (3-0) (3 credits)**

General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasis on the oral cavity and associated structures.

**Prerequisites:** BIOL 2401, 2402, 2420, and DHYG 1301.

**DHYG 1404 (DENH 1411) Dental Radiography (3-3) (4 credits)**

A study of radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques.

**Prerequisite:** Acceptance into program.

**DHYG 1431 (DENH 1313) Preclinical Dental Hygiene (2-6) (4 credits)**

Foundational knowledge for performing clinical skills on patients. Emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis, and current practices in infection control and hazard communication complying with OSHA Bloodborne Pathogen Standards.

**Prerequisite:** Acceptance into program.

**DHYG 2201 (DENH 2433) Contemporary Dental Hygiene Care I (2-0) (2 credits)**

Introduction to dental hygiene care for the medically or dental compromised patient. Emphasizes supplemental instrumentation techniques.

**Prerequisites:** DHYG 1227 and 1260.

**DHYG 2231 (DENH 2443) Contemporary Dental Hygiene Care II (2-0) (2 credits)**

A continuation of dental hygiene care for the medically or dentally compromised patient. Emphasizes advanced instrumentation techniques and ethical and legal concepts relating to the dental hygienist. A study of the responsibilities of the health professional and state occupational code.

**Prerequisites:** DHYG 2201 and 2360.

**DHYG 2360 (DENH 2433) Clinical II—Dental Hygienist (0-12) (3 credits)**

A continuation of clinical instrumentation techniques with an emphasis on treatment considerations for clinically difficult patients.

**Prerequisites:** DHYG 1227 and 1260.

**DHYG 2362 (DENH 2443) Clinical III—Dental Hygienist (0-12) (3 credits)**

A continuation of clinical instrumentation techniques with an emphasis on advance clinical skills and treatment considerations for clinically difficult patients.

**Prerequisites:** DHYG 2201 and 2360.

**DENH 2132 Clinical Nutrition (1-1) (1 credit)**

Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.

**Prerequisite:** CHEM 1406.

**DENH 2231 Pharmacology (2-0) (2 credits)**

Concepts of pharmacology in relation to dentistry.

**Prerequisites:** DENH 1222, 1223, and CHEM 1406.

**DENH 2234 Community Dental Health I (2-1) (2 credits)**

Promotion of dental health in the prevention of dental disease and public health methods.

**Prerequisite:** DENH 1324.

**DENH 2244 Community Dental Health II (2-1) (2 credits)**

Implementation of community program plans and study of alternative practice settings in dental hygiene.

**Prerequisite:** DENH 2334.

**DENH 2433 Dental Hygiene Clinic III (2-12) (4 credits)**

Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.

**Prerequisite:** DENH 1324.

**DENH 2443 Dental Hygiene Clinic IV (2-12) (4 credits)**

Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.

**Prerequisite:** DENH 2333.

## **Diagnostic Medical Sonography 8048**

The sixteen-month associate in applied science degree is designed to prepare skilled professionals to perform diagnostic examinations, as requested by a physician, using high frequency sound waves to visualize soft tissue structures. Sonographers work in hospitals, clinics, and doctors' offices.

After successful completion of the prerequisites, the student will be eligible to apply and compete with other applicants for acceptance into the program. Enrollment is limited. Students who complete the sixteen-month curriculum will be awarded an associate in applied science degree.

All required courses must be completed with a grade of "C" or better. In addition all anatomy and physiology classes must have been taken within the last five years. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMSO). The student who does not earn the minimum score may not be allowed to progress in the program.

Students who successfully complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in general physics, abdominal, and OB/GYN sonography. The sixteen-month general sonography portion of the program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For additional information, see the Selected Admission section of this *Catalog*.

Graduates from the sixteen-month associate in applied science (AAS) portion of the program will be eligible to apply for the Advanced Certificate option in Vascular Technology, consisting of an additional eight months of formal instruction. Students who

complete the curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) examination in Vascular Technology and Vascular Physics. Applicants to this program must be a graduate of a twelve to eighteen month Commission on Accreditation of Allied Health Education Programs, (CAAHEP) accredited school in diagnostic medical sonography. Students who are currently enrolled in the AAS degree plan will be given preference. It is strongly recommended that students complete both the associate in applied science degree portion of the program and the Advanced Certificate option of the program. The Vascular Technology portion of the program will be available beginning the spring, 2000. The vascular portion of the program is pending approval of the Texas Higher Education Coordinating Board, the Joint Review Committee on Education in Diagnostic Medical Sonography, and the Commission on Accreditation of Allied Health Education Programs.

**DMSO 1266 Practicum I (0-20) (2 credits)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training experience to the students' general and technical course of study.

**DMSO 1267 Practicum II (0-20) (2 credits)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training experience to the students' general and technical course of study.

**DMSO 1302 Basic Acoustical Physics (3-0) (3 credits)**

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Topics will also include the interaction of ultrasound with tissues, the mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, Bioeffects, artifacts and methods of Doppler flow analysis.

**DMSO 1351 Sonographic Cross Sectional Anatomy (3-0) (3 credits)**

This course is a detailed study of the anatomy of the abdomen and pelvis, including anatomical relationships of organs such as liver, gallbladder, spleen, pancreas, and vascular structures and body planes and quadrants.

**DMSO 1355 Pathophysiology (3-0) (3 credits)**

A study of the pathology and pathophysiology of the abdominal structures visualized with ultrasound examination including the urinary and reproductive systems and superficial parts.

**DMSO 1441 Ultrasound I (3-4) (4 credits)**

Basic sonographic cross-sectional anatomy as it relates to the abdomen, pelvis, and gravid uterus. Normal anatomy and physiology of the abdominal, pelvic cavities, and gravid uterus, as related to scanning techniques, transducer selection and scanning protocols.

**DMSO 2101 Case Review I (1-0) (1 credit)**

This course offers but is not limited to a detailed study and review of various vascular techniques and principles as related to all non-invasive vascular testing. This course also offers a review of case studies from Vascular I and Vascular II.

**DMSO 2102 Case Review II (1-0) (1 credit)**

This course offers but is not limited to a detailed study and review of various vascular techniques and principles as related to all non-invasive vascular testing. This course also offers a review of various case studies as presented in Vascular III and Vascular IV.

**DMSO 2203 Sonographic Departmental Functions (2-0) (2 credits)**

Focus on the history of sonography, related diagnostic research, administrative procedures, records, maintenance, personnel and fiscal management, and trends in health care systems. Includes nursing procedures and techniques used in the general care of patients.

**DMSO 2245 Advanced Sonography Practices (2-1) (2 credits)**

Advanced sonographic procedures and special topics. Review of previously covered material is included. Vascular methodology, case studies, and film critique are discussed.

**DMSO 2253 Sonography III (2-1) (2 credits)**

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection and scanning protocols. Basic sonographic cross sectional anatomy will be discussed as it relates to superficial structures. Also included will be color flow Doppler applications for Superficial structures, abdominal, and OB/GYN.

**DMSO 2254 Sonography IV (2-1) (2 credits)**

Detailed study of normal and pathological neonatal head structures and advanced obstetrical structures. Review of previously covered material. Vascular methodology will be discussed.

**DMSO 2266 Practicum III (0-20) (2 credits)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training experience to the students' general and technical course of study.

**DMSO 2367 Practicum IV (0-29) (3 credits) (Capstone Course)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the students' general and technical course of study.

**DMSO 2368 Practicum I (0-29) (3 credits)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

**DMSO 2369 Practicum II (0-29) (3 credits) (Capstone course)**

Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

**DMSO 2401 Vascular I (3-2) (4 credits)**

This course offers a detailed study of the normal and abnormal anatomy, physiology, pathophysiology and hemodynamics in the different types of vascular disease/dysfunction in the body.

**DMSO 2402 Vascular II (3-2) (4 credits)**

This course focuses on the use of clinical vascular diagnostic procedures and other diagnostic procedures used in correlations with sonography for the diagnosis of vascular disease. Emphasis will be placed on their indications, utility and the limitation of these procedures. Students will gain knowledge of importance and impact of other laboratory values and modalities.

**DMSO 2403 Vascular III (3-2) (4 credits)**

This course focuses on additional non-invasive means of vascular testing, such as plethysmography, ultrasound, transcranial Doppler insonation/visualization pressure measurements, and vascular stress testing. This course also offers the correlation of the use of medications on non-invasive vascular diagnostic findings.

**DMSO 2404 Vascular IV (3-2) (4 credits)**

This course focuses on the knowledge, understanding and proficiency in the use of quantitation principles applied to non-invasive vascular testing, and its related normal and abnormal findings.

**DMSO 2441 Ultrasound II (3-4) (4 credits)**

This course emphasizes pathologies and disease states of the abdomen, pelvis, and gravid uterus as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Endocavity sonographic anatomy and procedures including pregnancy may be discussed.

## Drafting 8622

*(See Computer-Aided Drafting and Design)*

## Economics 2204

Students majoring in economics should see a faculty advisor for help in completing a course plan.

**ECON 2301 Principles I Macroeconomics (3-0) (3 credits) (CB4506015142)**

An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

**ECON 2302 Principles II Microeconomics (3-0) (3 credits) (CB4506015142)**

A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

# Electronics Technology 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in microelectronics and the semiconductor industry, microcomputer applications, artificial intelligence, robotics, LASERs and fiber optics, sophisticated communications equipment and alternate energy sources have led to an increased need for electronics technicians to maintain these high-technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair equipment in electronics and related industries.

The electronics technology curriculum provides the students the opportunity to study digital electronics, microprocessors, computers, industrial automation, electronic telecommunications and electrical power.

After successful completion of the two-year program, the student receives the associate in applied science degree.

## **CETT 1331 (ELTE 2323) Technical Programming (2-4) (3 credits)**

Introduction to a high level programming language such as BASIC, PASCAL, or "C." Topics include structured programming and problem solving and how they apply to technical applications.

## **CETT 1341 (ELTE 1312) Solid State Circuits (2-4) (3 credits)**

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.

**Prerequisites:** CETT 1403 and 1405.

## **CETT 1403 (ELTE 1311) DC Circuits (3-3) (4 credits)**

A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements.

## **CETT 1405 (ELTE 1351) AC Circuits (3-3) (4 credits)**

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

**Prerequisite:** CETT 1403.

## **CETT 1425 (ELTE 1321) Digital Fundamentals (3-3) (4 credits)**

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

## **CETT 1429 Semiconductors (3-3) (4 credits)**

A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices.

**Prerequisite:** CETT 1405.

## **CETT 1445 (ELTE 2333) Microprocessor (3-3) (4 credits)**

An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools.

**Prerequisite:** CETT 1449.

**CETT 1449 (ELTE 1322) Digital Systems (3-3) (4 credits)**

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.

**Prerequisite:** CETT 1425.

**CETT 1457 Linear Integrated Circuits (3-3) (4 credits)**

A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering.

**Prerequisite:** CETT 1429.

**CETT 2435 (ELTE 2334) Advanced Microprocessors (3-3) (4 credits)**

An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing.

**Prerequisite:** CETT 1445.

**EECT 2435 (ELTE 2314) Telecommunications (2-4) (3 credits)**

A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components.

**Prerequisite:** EECT 2439.

**EECT 2439 (ELTE 2313) Communications Circuits (2-4) (4 credits)**

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers.

**Prerequisite:** CETT 1457.

**EECT 2486 (ELTE 2354) Internship—Electrical, Electronic and Communications Engineering Technology/Technician (0-20) (4 credits)**

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Completion of 24 semester credit hours or consent of the instructor.

**ELMT 2433 (ELTE 1342) Industrial Electronics (3-3) (4 credits)**

A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes.

**Prerequisites:** CETT 1403 and 1405.

**RBTC 1301 (ELTE 2343) Programmable Controllers (2-4) (3 credits)**

A study of programmable controllers. Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

**Prerequisite:** ELMT 2433.

**RBTC 1305 (ELTE 2344) Robotic Fundamentals (2-4) (3 credits)**

An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

**Prerequisite:** RBTC 1301.

# Emergency Medical Service Professions Program 8040

The Emergency Medical Service Professions Program offers courses for state and/or national certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician and as a licensed paramedic. *Rules governing levels of certifications are now being revised by the Texas Department of Health, the certifying and licensing agency in Texas; therefore, offerings are subject to change as required by law.* Always consult an advisor or the director of the EMSP program prior to enrollment.

All courses of the Emergency Medical Service Professions curriculum are approved by the certifying and licensing organization, The Texas Department of Health Bureau of Emergency Management.

All courses of the Emergency Medical Service Professions Program curriculum must be completed with a "C" or better to be eligible to take state board examinations and/or National Registry of Emergency Medical Technicians examinations. A "C" average in the EMT-Basic certificate curriculum is required for acceptance into the A.A.S. Paramedic curriculum program.

Enrollment in this program may be limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

## **EMSP 1145 Basic Trauma Life Support for Paramedics and Advanced EMS Providers (0-3) (1 credit)**

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

## **EMSP 1147 Pediatric Advanced Life Support (0-3) (1 credit)**

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

## **EMSP 1166 Practicum-EMT (0-0-7) (1 credit)**

## **EMSP 1167 Paramedic Practicum (0-0-7) (1 credit)**

## **EMSP 1168 Paramedic Practicum II (0-0-7) (1 credit)**

## **EMSP 1169 Paramedic Practicum III (0-0-8) (1 credit)**

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

## **EMSP 1191 Special Topics (1-0) (1 credit)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

## **EMSP 1355 Trauma Management (2-2) (3 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

## **EMSP 1338 Introduction to Advanced Practice (3-1) (3 credits)**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1356 Patient Assessment and Airway Management (2-3) (3 credits)**

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

**EMSP 1501 Emergency Medical Technician—Basic (4-4) (5 credits)**

Introduction to the level of Emergency Medical Technician (EMT)—Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

**EMSP 2135 Advanced Cardiac Life Support (0-3) (1 credit)**

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties.

**EMSP 2166 Paramedic Practicum IV (0-0-7) (1 credit)****EMSP 2167 Paramedic Practicum V (0-0-7) (1 credit)****EMSP 2268 Paramedic Practicum VI (0-0-14) (2 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**EMSP 2243 Assessment Based Management (1-3) (2 credits)**

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

**EMSP 2300 Methods of Teaching (3-2) (3 credits)**

Instruction in teaching methodology for instructors of emergency medical services.

**EMSP 2330 Special Populations (2-3) (3 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

**EMSP 2338 Emergency Medical Services Operations (2-3) (3 credits)**

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

**EMSP 2348 Emergency Pharmacology (2-4) (3 credits)**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

**EMSP 2434 Medical Emergencies (3-4) (4 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

**EMSP 2444 Cardiology (3-4) (4 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

**EMSP 2458 Critical Care Paramedic (3-4) (4 credits)**

Prepares paramedics and nurses to function as members of a critical care transport team.

## Engineering 0901

A student majoring in engineering should see a Tyler Junior College faculty advisor for help in completing a course plan.

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

In order for a student to follow a four-year program for a degree in engineering, it is desirable that the student take Calculus I with analytic geometry (Mathematics 2313) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take precalculus (Mathematics 2412) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

### **ENGR 1101 Introduction to Engineering (ENGR 1110: 92-93)**

(1-0) (1 credit) (CB1401015129)

Fields and opportunities within the scope of professional work.

**Prerequisite:** MATH 2412.

### **ENGR 1304 Engineering Design Graphics I (2-4) (3 credits) (CB4801015129)**

An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Designed for engineering majors)

### **ENGR 2301 Engineering Mechanics I (Statics) (3-0) (3 credits) (CB1411015229)**

Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.

**Prerequisites:** Credit or registration for MATH 2314 and PHYS 2425.

### **ENGR 2302 Engineering Mechanics II (Dynamics) (3-0) (3 credits) (CB1411015329)**

Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.

**Prerequisites:** ENGR 2301 and credit or registration for MATH 2315.

### **ENGR 2304 Computing for Engineers (3-1) (3 credits) (CB1102015227)**

Algorithms, programs and computers in engineering applications with numerical analysis using C++ language.

**Prerequisite:** Credit or registration for MATH 2314.

## **TJC TRIVIA**

*In the first 20 years of existence (1926-46) TJC only offered foundation courses required for a baccalaureate degree. The first associate of arts degree was conferred in 1946.*

## **English 2204D**

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **ENGL 0104 TASP Writing Review (1-0) (1 credit) (CB3201085335)**

Review and practice in both recognizing various elements of effective writing and also composing original writing samples that effectively communicate a whole message to a specified audience for a stated purpose.

**Prerequisite:** Consent of program director.

### **ENGL 0301 Developmental English I (3-0) (3 credits) (CB3201085335)**

Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph development using standard American English.

*(Required of students who do not present qualifying TASP or alternative TASP writing test scores.)*

### **ENGL 0302 Developmental English II (3-0) (3 credits) (CB3201085335)**

Review of basic sentence skills taught in English 0301 but with emphasis on writing logically developed short essays in standard American English.

*(Required of students who do not present qualifying TASP or alternative TASP writing test scores.)*

### **ENGL 1301 Composition and Rhetoric (3-0) (3 credits) (CB2304015135)**

Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.

**Prerequisite:** Qualifying TASP or alternative TASP writing test scores or completion of ENGL 0302 or its equivalent with a grade of "C" or higher.

### **ENGL 1302 Composition and Rhetoric (3-0) (3 credits) (CB2304015135)**

A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.

**Prerequisite:** ENGL 1301.

### **ENGL 2307 Creative Writing (3-0) (3 credits) (CB2305015135)**

Focuses on short fiction and/or poetry. Includes major writers, literary and technical genres and basics of publication. An elective course that will not substitute for any required English course.

**Prerequisites:** ENGL 1301.

### **ENGL 2311 Technical Report Writing (3-0) (3 credits) (CB2311015135)**

Techniques of objective reporting on technical material; principles of technical exposition and research, including format standards, audience analysis, graphics, and language; writing samples and components of technical reports, including abstracts, proposals, and manuals. Directed study of employment search, including résumé samples and interview guidelines.

**Prerequisite:** ENGL 1301.

### **ENGL 2322 British Literature (3-0) (3 credits) (CB2308015135)**

A survey of the major works, writers and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2323 British Literature (3-0) (3 credits) (CB2308015135)**

A survey of the major works, writers and themes of English literature beginning with the Romantic period poetry and continuing to the twentieth century emphasizing extensive reading and class discussions.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2327 American Literature (ENGL 2326 in 92-93) (3-0) (3 credits) (CB2307015135)**

A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2328 American Literature (ENGL 2327 in 92-93) (3-0) (3 credits) (CB2307015135)**

A survey of representative writers and literary trends from the Period of Realism to the present.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2332 World Literature (ENGL 2331 in 92-93) (3-0) (3 credits) (CB2303015235)**

A study of the masterpieces of Western world literature from Homer through the Renaissance.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2333 World Literature (ENGL 2332 in 92-93) (3-0) (3 credits) (CB2303015235)**

A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.

**Prerequisites:** ENGL 1302 and successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**ENGL 2342 Survey of Short Fiction (3-0) (3 credits) (CB2303015135)**

A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.

**Prerequisite:** ENGL 1302.

**ENGL 2352 Selected Studies in Literature (3-0) (3 credits) (CB2303015335)**

Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.

**Prerequisite:** ENGL 1302.

**ENGL 2353 Selected Studies in Literature (3-0) (3 credits) (CB2303015335)**

Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.

**Prerequisite:** ENGL 1302.

## **English as a Second Language**

### **ESOL 0311 ESL English I (3-0) (3 credits)**

Development of controlled paragraphs using a variety of organizational structures and logic patterns of English. Introduces basic elements of English grammar.

### **ESOL 0312 ESL English II (3-0) (3 credits) (CB3201085335)**

Process of paragraph writing and the characteristics of effective paragraph structure. Reviews grammar points from ESOL 0311 and introduces adverb, adjective and noun clauses.

### **ESOL 0313 ESL English III (3-0) (3 credits) (CB3201085335)**

Modes of discourse in expository writing for academic purposes. Reviews grammar points from ESOL 0311 and ESOL 0312 and analyzes complex elements of those points.

### **ESOL 0321 ESL Reading I (3-0) (3 credits) (CB3201085335)**

Specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion and the use of campus resources such as labs and libraries.

### **ESOL 0322 ESL Reading II (3-0) (3 credits) (CB3201085335)**

Continuation of language development through reading comprehension and vocabulary building. Introduction of paragraph organization, idiom study and adaptation of reading rate for different purposes.

### **ESOL 0323 ESL Reading III (3-0) (3 credits) (CB3201085335)**

Continuation of concepts taught in previous reading classes with more emphasis on reading skills and critical thinking skills relating to academic topics and literature.

### **ESOL 0331 ESL Listening/ Speaking I (3-0) (3 credits) (CB3201085335)**

Development of public/academic speaking skills and the preparation of oral presentations requiring formal rhetorical skills. (Intonation and stress patterns are practiced.)

### **ESOL 0332 ESL Listening/ Speaking II (3-0) (3 credits) (CB3201085335)**

Development of intermediate academic speaking skills through situational activities. Expressing ideas in small groups and learning to understand and react appropriately to ideas expressed by others.

## **Farm and Ranch Management 5025**

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the associate in applied science degree.

Those completing all farm and ranch management courses listed in the curriculum with a minimum of a "C" average are awarded a certificate of proficiency.

### **AGAH 1401 (FRMG 1402) Animal Science (3-3) (4 credits)**

An introductory survey of the scientific principles and applied practices related to livestock production. Topics include genetics, animal breeding and selection, anatomy and physiology, nutrition, reproduction, health, and marketing of livestock and livestock products.

**AGAH 1443 (FRMG 2402) Animal Health (3-3) (4 credits)**

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

**AGAH 1447 (FRMG 2424) Animal Reproduction (3-3) (4 credits)**

Study of organs, functions, endocrinology, and common management practices related to reproduction.

**AGAH 1453 (FRMG 2422) Beef Cattle Production (3-3) (4 credits)**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.

**AGAH 2413 (FRMG 2401) Principles of Feeds and Feeding (3-3) (4 credits)**

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

**AGCR 1303 (FRMG 1323) Crop Science (2-4) (3 credits)**

Fundamentals of the development, production, and management of field crops. Topics include the classification and distribution of field crops, botany, soils, plant breeding, pest management, and harvesting.

**AGCR 1419 (FRMG 1401) Soil Science (3-3) (4 credits)**

Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.

**AGME 1311 (FRMG 1303) Farm and Ranch Building Carpentry I (2-4) (3 credits)**

Introduction to woodworking with emphasis on safety, use, and care of hand, power, stationary, and portable equipment and tools. Topics include preparation of drawings, bill of materials, agricultural buildings, concrete construction, and rafter cutting.

**AGME 1349 (FRMG 1322) Farm and Ranch Equipment (2-4) (3 credits)**

A study of the planning and application of maintenance to farm and ranch equipment, including basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records.

**AGME 1415 (FRMG 2410) Farm and Ranch Shop Skills I (2-6) (4 credits)**

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing and concrete.

**AGME 2345 (FRMG 2325) Farm and Ranch Shop Skills II (2-4) (3 credits)**

Instruction in construction, repair, and maintenance of farm equipment and machinery. Topics include advanced techniques of painting, pipe fitting, arc welding, and oxyacetylene cutting and welding.

**AGMG 1194 (FRMG 2180) Special Topics in Farm and Ranch Management (1-1) (1 credit)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**AGMG 1265 (FRMG 1230) Practicum (0-15) (2 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.

**AGMG 1318 (FRMG 1321) Introduction to Agricultural Economics (3-0) (3 credits)**

Study of the fundamental economic principles and their application to the problems of the industry of agriculture.

**AGMG 1344 (FRMG 2321) Agricultural Records Management (3-0) (3 credits)**

Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

**AGMG 2412 (FRMG 1403) Marketing of Agricultural Products (3-3) (4 credits)**

Study of operations in the movement of agricultural commodities from producer to consumer including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.

## **Fire Protection Technology 6821**

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection.

**FIRT 1301 (FIRE 1311) Fundamentals of Fire Protection (3-0) (3 credits)**

Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training and staffing.

**FIRT 1303 (FIRE 2313) Fire and Arson Investigation I (3-0) (3 credits)**

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

**FIRT 1307 (FIRE 1324) Fire Prevention Codes and Inspections (3-0) (3 credits)**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

**FIRT 1309 (FIRE 2311) Fire Administration I (3-0) (3 credits)**

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

**FIRT 1315 (FIRE 2314) Hazardous Materials I (3-0) (3 credits)**

Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

**FIRT 1329 (FIRE 2312) Building Codes and Construction (3-0) (3 credits)**

Examination of building codes and requirements, construction types, and building materials. Topics include walls, flooring, foundations, and various roof types and the associated dangers of each.

**FIRT 1331 (FIRE 2315) Firefighting Strategies and Tactics I (3-0) (3 credits)**

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

**FIRT 1333 (FIRE 1309) Fire Chemistry I (3-0) (3 credits)**

Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.

**FIRT 1334 (FIRE 1329) Fire Chemistry II (3-0) (3 credits)**

Introduction to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Topics include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes.

**FIRT 1336 (FIRE 1318) Fire Insurance Fundamentals (3-0) (3 credits)**

Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system.

**FIRT 1338 (FIRE 1323) Fire Protection Systems (3-0) (3 credits)**

Study of fire detection, alarm, and extinguishing systems.

**FIRT 1345 (FIRE 2324) Hazardous Materials II (3-0) (3 credits)**

In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.

**Prerequisites:** FIRT 1315 and 1333.

**FIRT 1347 (FIRE 1312) Industrial Fire Protection (3-0) (3 credits)**

Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

**FIRT 1349 (FIRE 2321) Fire Administration II (3-0) (3 credits)**

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

**FIRT 1353 (FIRE 1319) Legal Aspects of Fire Protection (3-0) (3 credits)**

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties.

**FIRT 2333 (FIRE 2323) Fire and Arson Investigation II (3-0) (3 credits)**

Continuation of Fire and Arson Investigation I. Topics include reports, court room demeanor, and expert witnesses.

**Prerequisite:** FIRT 1303 and consent of program director.

**FIRT 2389 (FIRE 2325) Internship—Fire Protection and Safety Technology/Technician (Capstone) (1-17) (3 credits)**

An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Sophomore standing.

# Foreign Languages 2204A

A student majoring in foreign languages should see the foreign language director for help in completing a course plan.

## French

### **FREN 1300 Conversational French I (3-0) (3 credits) (CB1609015431)**

An introduction to French language and culture through conversational patterns using audio-visual and communicative materials with emphasis on oral performance; for beginning students.

### **FREN 1310 Conversational French II (3-0) (3 credits) (CB1609015431)**

A continuation of FREN 1300.

**Prerequisite:** FREN 1300 or equivalent.

### **FREN 1411 Elementary French I (3-2) (4 credits) (CB1609015131)**

An audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

### **FREN 1412 Elementary French II (3-2) (4 credits) (CB1609015131)**

A continuation of FREN 1411.

**Prerequisite:** FREN 1411 or equivalent.

### **FREN 2311 Intermediate French I (3-0) (3 credits) (CB1609015231)**

An intensive review of French grammar, through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.

**Prerequisite:** FREN 1412 or equivalent.

### **FREN 2312 Intermediate French II (3-0) (3 credits) (CB1609015231)**

A continuation of FREN 2311.

**Prerequisite:** FREN 2311 or equivalent.

## German

### **GERM 1411 Elementary German I (3-2) (4 credits) (CB1605015131)**

The audio-lingual and communicative approach with extensive use of audio cassettes to teach all facets of the language in a cultural setting; for beginning students.

### **GERM 1412 Elementary German II (3-2) (4 credits) (CB1605015131)**

A continuation of GERM 1411.

**Prerequisite:** GERM 1411 or equivalent.

## Spanish

### **SPAN 1300† Conversational Spanish (3-0) (3 credits) (CB1609055431)**

An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance; for beginning students.

### **SPAN 1310† Conversational Spanish (3-0) (3 credits) (CB1609055431)**

A continuation of SPAN 1300.

**Prerequisite:** SPAN 1300 or equivalent.

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†Student can only receive 6 hours maximum credit in Conversational Spanish.

**SIGN LANGUAGE NOTE:** Many colleges/universities (including Tyler Junior College) accept Sign Language (SGNL) classes as modern or foreign language. Students should check with their senior institution regarding transferability. For more information on Tyler Junior College sign language classes, please see page 151.

**SPAN 1411 (SPN 114) Elementary Spanish I (3-2) (4 credits) (CB1609055131)**

The audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

**SPAN 1412 (SPN 124) Elementary Spanish II (3-2) (4 credits) (CB1609055131)**

A continuation of SPAN 1411.

**Prerequisite:** SPAN 1411 or equivalent.

**SPAN 2306 Conversational Spanish (3-0) (3 credits) (CB1609055431)**

A continuation of Spanish 1310. This course is only offered through instructional television. Only 6 semester hours of Conversational Spanish is permitted for the degree program.

**Prerequisite:** Consent of the instructor.

**SPAN 2311 (SPN 213) Intermediate Spanish I (3-0) (3 credits) (CB1609055231)**

Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video and communicative format; conducted mainly in Spanish.

**Prerequisite:** SPAN 1412 or equivalent.

**SPAN 2312 (SPN 223) Intermediate Spanish II (3-0) (3 credits) (CB1609055231)**

A continuation of SPAN 2311. Includes a novel of a major Hispanic author along with a more in-depth look at verbal patterns.

**Prerequisite:** SPAN 2311 or equivalent.

**SPAN 2316 Conversational Spanish for Health Professionals**

(3-0) (3 credits) (CB1609055431)

An introductory course for health professionals providing essential insight into the cultural make-up of Spanish speakers while manipulating medical terminology in a cultural context.

**Prerequisite:** Consent of the instructor.

## Forestry

Forestry is the scientific management of forest lands for the continuous production of goods and services. Through application of knowledge, forestry enhances as well as maintains and protects forest environments. The field of forestry encompasses timber, water, wildlife, range and recreation resources as well as aesthetic values associated with forestlands. As managers, foresters are among the first conservationists to directly improve the quality of the forested environment.

**FORE 1211 Dendrology I (1-3) (2 credits) (CB0305069101)**

Identification, distribution and silvical characteristics of angiosperms.  
(Field trips required)

**FORE 1212 Dendrology II (1-3) (2 credits) (CB0305069101)**

Identification, distribution and silvical characteristics of gymnosperms.  
(Field trips required)

**FORE 1301 Introduction to Forestry (2-3) (3 credits) (CB0305069101)**

Introduction to forest plant and animal communities and the importance of forest resource management. (Field trips required)

**FORE 2309 Forest Ecology (2-3) (3 credits) (CB0305019101)**

Climate, edaphic and biotic factors and their relation to woody plant growth and development. (Field trips required)

# Geographic Information Systems Technology

A geographic information system (GIS) uses computers and software to explore the fundamental principle of geography—location is important in people's lives. GIS helps to locate new businesses, track environmental degradation, route trucks, help farmers grow healthier crops and in many other problem-solving applications.

GIS technicians use their knowledge of geography and specialized computer software to create GIS computer products used by government and industry. Since every area of geography on the earth is unique, every GIS map and database are unique and must be created by skilled GIS technicians.

The GIS program at TJC offers an AAS in Geographic Information Systems Technology to prepare graduates for work in this challenging and growing career specialty. A certificate of proficiency in GIS is available for those who already have a bachelor's degree or a technical associates degree.

## **CRTG 1381 Cooperative Education—Cartography (1-20) (3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Consent of the instructor.

## **CRTG 1401 Cartography and Geography in GIS and GPS (3-3) (4 credits)**

Introduction to the principles of cartography and geography. Emphasis on global reference systems and the use of satellites for measurements and navigation.

**Prerequisite:** CRTG 1411.

## **CRTG 1411 Introduction to Geographic Information Systems and Global Positioning Systems (3-3) (4 credits)**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

## **CRTG 1421 Introduction to Raster-Based GIS (3-3) (4 credits)**

Instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.

**Prerequisite:** CRTG 1411.

## **CRTG 2401 Data Acquisition and Analysis in GIS (3-3) (4 credits)**

Study of the management of geographic information, system life cycles, and costs and benefits. Topics include demographic management and institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data; and applications of GIS for demographic modeling and analysis.

**Prerequisite:** CRTG 1421.

## **CRTG 2411 Workplace GIS (3-3) (4 credits)**

Application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning Systems (GPS) fieldwork required for lab.

**Prerequisite:** CRTG 1421.

## **Geography**

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **GEOG 1301 Physical Geography (3-0) (3 credits) (CB4507015142)**

Studies the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, political systems, and mapping.

### **GEOG 1303 World Geography (3-0) (3 credits) (CB4507015342)**

Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries.

## **Geology 0401B**

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

### **GEOL 1401 Earth Science (3-3) (4 credits) (CB4007035139)**

Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rocks and fossils. Especially suited for education majors.

### **GEOL 1403 Physical Geology (3-3) (4 credits) (CB4006015139)**

Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

### **GEOL 1404 Historical Geology (3-3) (4 credits) (CB4006015139)**

Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

### **GEOL 1405 Environmental Geology (3-3) (4 credits) (CB0301025339)**

A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

## **Government 2204B**

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **GOVT 2305 American Government (GOVT 2302 in 92-93) (3-0) (3 credits) (CB4510025142)**

A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. This course is also offered through instructional television.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**GOVT 2306 American State Government (GOVT 2301 in 92-93)**

(3-0) (3 credits) (CB4510025142)

Areas of study indicate the nature, organization and general principles of state and of local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. This course is also offered through instructional television.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

## **Graphic Arts/ Photography 6238**

Students completing this program may receive a certificate of proficiency or the Associate's degree in Applied Science. The AAS degree plan is a two-year postsecondary technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts or commercial photography.

### **GRPH 1305 Introduction to Graphic Arts and Printing (3-0) (3 credits) (GRAA 1302)**

An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data.

### **GRPH 1322 Electronic Publishing I (2-4) (3 credits) (GRAA 1308)**

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout.

### **GRPH 1325 Digital Imaging I (2-4) (3 credits) (GRAA 2328)**

An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image acquisitions.

**Prerequisite:** GRPH 1359

### **GRPH 1354 Electronic Publishing II (2-4) (3 credits) (GRAA 2323)**

Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Mastery of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques.

**Prerequisite:** GRPH 1305

### **GRPH 1357 Digital Imaging II (2-4) (3 credits)**

An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries.

**Prerequisite:** GRPH 1325

**GRPH 1359 Object Oriented Computer Graphics (2-4) (3 credits) (GRAA 1328)**

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

**Prerequisite:** GRPH 1322

**GRPH 2282 Cooperative Education—Graphic and Printing Equipment Operator (GRPH 2166 or GRAA 2238) (1-8) (2 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

**Prerequisite:** Sophomore level and approval of program director and an approved business.

**GRPH 2336 Prepress Techniques (2-4) (3 credits)**

Hands-on experiences in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning.

**Prerequisite:** GRPH 1305

**GRPH 2341 Electronic Publishing III (2-4) (3 credits) (GRAA 1322)**

Advanced concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes, software additions (plug-ins, filters, utilities), and preparation of files for printing.

**Prerequisite:** GRPH 1305

**IMED 2311 Portfolio Development (GRPH 1396 or GRAA 2325) (2-4) (3 credits)**

Emphasis on preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. This is a CAPSTONE course.

**Prerequisite:** Course should be taken in last semester of degree or certificate program.

**PHTC 1306 Fashion Photography (2-4) (3 credits)**

An exploration of fashion photography in terms of trends and techniques included in studio and location work. Emphasis on model direction and lighting control.

**Prerequisite:** PHTC 1311.

**PHTC 1311 (GRAA 1301) Fundamentals of Photography (2-4) (3 credits)**

An introduction to film exposure and development, basic enlarging, composition, darkroom technique, flash usage, and use of exposure meters and filters.

**PHTC 1341 (GRAA 2303) Color Photography I (2-4) (3 credits)**

Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color.

**Prerequisite:** PHTC 2301.

**PHTC 1343 Expressive Photography (2-4) (3 credits)**

A study of formal, professional, and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision.

**Prerequisite:** PHTC 2301.

**PHTC 1345 (GRAA 2301) Illustrative Photography I (2-4) (3 credits)**

Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques or production photography, reproduction principles, illustrative techniques, and advertising.

**Prerequisite:** PHTC 2301.

**PHTC 1349 Photo Digital Imaging I (2-4) (3 credits)**

Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation.

**PHTC 1351 Photojournalism I (2-4) (3 credits)**

Presentation of photographic techniques used by photojournalists in newspapers, magazines, and trade publications including news, feature, sports, editorial portraits, and photo essays. Includes a study of layout design and the freelance market.

**Prerequisite:** PHTC 1311.

**PHTC 1353 (GRAA 2321) Portraiture I (2-4) (3 credits)**

A study of the photographic principles applied to portrait lighting, posing, printing, and subject rapport.

**Prerequisite:** PHTC 1311.

**PHTC 2301 (GRAA 1321) Intermediate Photography (2-4) (3 credits)**

Study of advanced exposure and printing techniques, archival printing, toning, and printing for maximum print quality. Introduction to a variety of camera formats.

**Prerequisite:** PHTC 1311.

**PHTC 2331 Architectural Photography (2-4) (3 credits)**

Study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.

**Prerequisites:** PHTC 1311 and 1345.

**PHTC 2335 (GRAA 1303) Basic Camera Techniques (3-0) (3 credits)**

A non-darkroom course that explores how to operate and better utilize a conventional or digital camera. Introduction to the proper use of photographic equipment such as flash and tripod to enhance picture taking.

**PHTC 2345 (GRAA 2329) Illustrative Photography II (2-4) (3 credits)**

A continuation of the study of commercial photographic principles with emphasis on enhancing technical and creative quality.

**Prerequisite:** PHTC 1345.

# Health and Kinesiology 0835

A student majoring in health and/or kinesiology should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and kinesiology program is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to kinesiology, sport sciences and health.

The curriculum stresses student participation, development, problem-solving skills and independence.

**INJURY DISCLAIMER—The College will not pay for medical expenses incurred by a student injured in a class-related activity.**

## **KINE 1101 (PHED 1101) Physical Fitness and Health Concepts**

(1-2) (1 credit) (CB3601085128)

Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

**Health and Kinesiology activity courses are offered in these areas:**

## **KINE 1102 (PHED 1102) Athletics Conditioning (0-3) (1 credit) (CB3601085128)**

Conditioning for first semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

## **KINE 1103 (PHED 1103) Athletics Conditioning (0-3) (1 credit) (CB3601085128)**

Conditioning for second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

## **KINE 1104 (PHED 1104) Physical Conditioning (0-3) (1 credit) (CB3601085128)**

The course will develop aerobic endurance, muscular strength and flexibility.

## **KINE 1105 (PHED 1105) Non-Swimmers (0-3) (1 credit) (CB3601085128)**

A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

## **KINE 1106 (PHED 1106) Intermediate Swimming (0-3) (1 credit) (CB3601085128)**

Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

## **KINE 1107 (PHED 1107) Tennis I (0-3) (1 credit) (CB3601085128)**

Introduction to tennis; teaches scoring, rules, and basic strokes.

## **KINE 1125 (PHED 1125) Water Exercise I (0-3) (1 credit) (CB3601085128)**

An introduction to a variety of water exercises and aquatic games, designed to promote physical fitness. Suitable for non-swimmers and swimmers.

## **KINE 1126 (PHED 1126) Water Exercise II (0-3) (1 credit) (CB3601085128)**

A continuation of fitness promotion through the use of water-related activities, with increased emphasis on aerobic conditioning.

**Prerequisite:** Water Exercise I.

**KINE 1140 Outdoor Recreation I (0-3) (CB3601085128)**

Basic level skills in various outdoor recreational pursuits are presented as well as etiquette, safety, strategy and conditioning activities where appropriate. Basic principles and function of recreation in American society are covered.

**KINE 1141 Special Topics in Lifetime Activities I (0-3) (CB3601085128)**

Basic level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

**KINE 1142 Rockclimbing I (0-3) (1 credit) (CB3601085128)**

An outdoor activity course designed to teach the basic skills, safety techniques, concepts, and equipment used in rockclimbing.

**KINE 1143 Outdoor Adventure Programs (0-3) (1 credit) (CB3601085128)**

An outdoor adventure course that explores the concepts of group dynamics through participation in adventure activities. Emphasis is on the instruction and practice of basic outdoor skills as they apply to a variety of adventure activities.

**KINE 1144 Paddlesports I (0-3) (CB3601085128)**

An outdoor activity course designed with emphasis on instruction, safety, and practice in the basic skills, concepts, and equipment used in flatwater and whitewater canoeing, kayaking and/or rafting.

**KINE 1145 Backcountry Expeditioning I (0-3) (CB3601085128)**

An experiential outdoor adventure course with emphasis on the instruction and practical aspects of basic skills associated with extended travel and living in remote and/or wilderness environments. Topics include group dynamics, nutrition, health and sanitation, navigation, and specialized travel techniques.

**KINE 2101 (PHED 2101) Athletics Conditioning (0-3) (1 credit) (CB3601085128)**

Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

**KINE 2102 (PHED 2102) Athletics Conditioning (0-3) (1 credit) (CB3601085128)**

Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, and Apache Band, Apache Belles, cheerleaders, soccer, volleyball, baseball, golf, and athletic trainer.

**KINE 2103 (PHED 2103) Tennis II (0-3) (1 credit) (CB3601085128)**

Assumes student possesses scoring, rules and stroke ability; covers stroke improvement and strategy.

**Prerequisite:** Tennis I.

**KINE 2104 (PHED 2104) Adaptive Physical Conditioning (0-3) (1 credit) (CB3601085128)**

Designed for students with unique physical needs.

**KINE 2105 (PHED 2105) Scuba I (0-3) (1 credit) (CB3601085328)**

Leads to PADI certification which will enable the rental of scuba gear.

**KINE 2106 (PHED 2106) Softball I (0-3) (1 credit) (CB3601085128)**

Introduction to softball; teaches fundamentals of fielding and batting.

**KINE 2108 (PHED 2108) Basketball I (0-3) (1 credit) (CB3601085128)**

Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

**KINE 2109 (PHED 2109) Weight Training I (0-3) (1 credit) (CB3601085128)**

Introduction to weight lifting, covering basic safety, proper execution of lifts, basic anatomy and principles of muscular strength development.

**KINE 2110 (PHED 2110) Archery I (0-3) (1 credit) (CB3601085128)**

Introduces the archery tackle; presents fundamentals of holding the bow, drawing the bow, gripping the string and scoring.

**KINE 2111 (PHED 2111) Soccer I (0-3) (1 credit) (CB3601085128)**

Introduction to soccer covering position, basic rules, and basic ball skills.

**KINE 2113 (PHED 2113) Golf I (0-3) (1 credit) (CB3601085128)**

Introduction to golf; covers grips, clubs, and proper swing.

**KINE 2114 (PHED 2114) Aerobic Dance I (0-3) (1 credit) (CB3601085128)**

Introduction to aerobic dance; covers basic fitness concepts, exercise and dance steps; includes physical assessments.

**KINE 2115 (PHED 2115) Swim Conditioning I (0-3) (1 credit) (CB3601085128)**

Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level.

**KINE 2116 (PHED 2116) Volleyball I (0-3) (1 credit) (CB3601085128)**

Introduction to volleyball; teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

**KINE 2117 (PHED 2117) Racquetball I (0-3) (1 credit) (CB3601085128)**

Introduction to racquetball; covers grip, rules, scoring, strokes, and shots.

**KINE 2118 (PHED 2118) Bowling I (0-3) (1 credit) (CB3601085128)**

Introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

**KINE 2119 (PHED 2119) Martial Arts I (0-3) (1 credit) (CB3601085128)**

Introduction to a martial art form.

**KINE 2121 (PHED 2121) Adaptive Physical Conditioning (0-3) (1 credit) (CB3601085128)**

Continuation of KINE 2104, based upon the needs of the student and physical ability.

**KINE 2123 (PHED 2123) Scuba Diving II (0-3) (1 credit) (CB3601085328)**

(The successful student will receive advanced PADI certification.) The class requires KINE 2105 or equivalent as a prerequisite.

**KINE 2124 (PHED 2124) Softball II (0-3) (1 credit) (CB3601085128)**

Assumes ability to field and bat; further develop abilities to field, bat, and throw, and also learn scoring and strategy.

**Prerequisite:** Softball I.

**KINE 2126 (PHED 2126) Basketball II (0-3) (1 credit) (CB3601085128)**

Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.

**Prerequisite:** Basketball I.

**KINE 2127 (PHED 2127) Weight Training II (0-3) (1 credit) (CB3601085128)**

Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in KINE 2109.

**Prerequisite:** Weight Training I.

**KINE 2128 (PHED 2128) Archery II (0-3) (1 credit) (CB3601085128)**

Improve basic techniques of archery, practice different classifications of target archery rounds.

**Prerequisite:** Archery I.

**KINE 2130 (PHED 2130) *Golf II* (0-3) (1 credit) (CB3601085128)**

Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

**Prerequisite:** Golf I.

**KINE 2131 (PHED 2131) *Aerobic Dance II* (0-3) (1 credit) (CB3601085128)**

Assumes basic knowledge of fitness concepts, exercise, and dance steps, and adds more choreographic skills.

**Prerequisite:** Aerobic Dance I.

**KINE 2132 (PHED 2132) *Volleyball II* (0-3) (1 credit) (CB3601085128)**

Assumes ability to serve, pass, and block; builds on these skills and introduces advanced alignments for offensive and defensive strategies.

**Prerequisite:** Volleyball I.

**KINE 2133 (PHED 2133) *Racquetball II* (0-3) (1 credit) (CB3601085128)**

Assumes current ability to score and execute basic shots; leads to further development of shots and teaches strategy.

**Prerequisite:** Racquetball I.

**KINE 2134 (PHED 2134) *Martial Arts II* (0-3) (1 credit) (CB3601085128)**

Advanced study and development of skill in a martial art form.

**Prerequisite:** Martial Arts I.

**KINE 2135 (PHED 2135) *Weight Training III* (0-3) (1 credit) (CB3601085128)**

Introduction to advanced weight training techniques.

**Prerequisite:** Weight Training I and II.

**KINE 2136 (PHED 2136) *Weight Training IV* (0-3) (1 credit) (CB3601085128)**

More opportunities for advanced weight training techniques.

**Prerequisite:** Weight Training I, II and III.

**KINE 2137 *Lifeguard Training* (3-0) (1 credit)**

American Red Cross Lifeguard Certification.

**KINE 2140 *Outdoor Recreation II* (0-3) (CB3601085128)**

Advanced level skills in various outdoor recreational pursuits are presented as well as etiquette, safety, strategy and conditioning activities where appropriate. Principles and function of recreation in American society are covered.

**Prerequisite:** Outdoor Recreation I.

**KINE 2141 *Special Topics in Lifetime Activities II* (0-3) (CB3601085128)**

Advanced level skills in various lifetime sports/activities are presented. Rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate.

**Prerequisite:** Special Topics in Lifetime Activities I.

**KINE 2142 *Rockclimbing II* (0-3) (CB3601085128)**

An outdoor activity course designed to teach advanced skills, safety techniques, concepts, and equipment used in rockclimbing.

**Prerequisite:** Rockclimbing I.

**KINE 2144 *Paddlesports II* (0-3) (CB3601085128)**

An outdoor activity course designed with emphasis on instruction, safety, and practice in advanced skills, concepts, and equipment used in flatwater and whitewater canoeing, kayaking and/or rafting.

**Prerequisite:** Paddlesports I.

**KINE 2145 Backcountry Expeditioning II (0-3) (CB3601085128)**

An experiential outdoor adventure course with emphasis on the instruction and practical aspects of advanced skills associated with extended travel and living in remote and/or wilderness environments. Topics include group dynamics, nutrition, health and sanitation, navigation, and specialized travel techniques.

**Prerequisite:** Backcountry Expeditioning I.

**KINE 2146 Swim Conditioning II (0-3) (CB3601085128)**

Designed for students who are using swimming to achieve physical fitness goals; covers intermediate physical fitness concepts, and assumes at least American Red Cross intermediate swimming ability.

**Prerequisite:** Swim Conditioning I.

**KINE 2155 Water Safety Instructor ((0-3) (CB3601085128)**

Principles and techniques for instructors in water safety and lifesaving classes are covered. Completion of the course qualifies the student to test for certification by the American Red Cross as a water safety instructor.

**KINE 2170 Taping and Bandaging for Athletic Injuries (CB Unique Need)**

The use of taping and bandage techniques used in the prevention and care of athletic injuries. (Pending Coordinating Board Approval)

**Health Theory Courses:****HLTH 1304 (PHED 1304) Personal Health (3-0) (3 credits) (CB5103015128)**

A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

**HLTH 1305 (PHED 1305) Community Health (3-0) (3 credits) (CB5103015128)**

A presentation of current scientific and technical information related to community services and public health agencies.

**HLTH 1306 (PHED 1306) First Aid (3-0) (3 credits) (CB5103015328)**

American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

**HLTH 1346 (PHED 1346) Drug Use and Abuse (3-0) (3 credits) (CB5103015228)**

The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

**HLTH 1370 Introduction to the Health Professions (3-0) (3 credits) (CB5199990114)**

This course provides a multi-disciplinary exploration of health care including health care career options, health care ethics, traditional vs. nontraditional health care delivery, and common theoretical components of health and illness. (Student is required to purchase medical liability insurance for job shadowing.)

**HLTH 2306 Health Aspects of Human Sexuality (3-0) (3 credits) (CB510303015128)**

The study of responsible behavior dealing with human sexuality wellness and the promotion of personal sexual health.

**Kinesiology Theory Courses:****KINE 1301 (PHED 1301) Introduction to Kinesiology (3-0) (3 credits) (CB3105015228)**

Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

**KINE 1308 (PHED 1308) Sports Officiating (3-0) (3 credits) (CB1202045128)**

Emphasis on officiating basketball, football and other sports.

**KINE 1338 Outdoor Leadership I (3-0) (CB3101015128)**

A theory course designed to develop basic judgement, problem-solving, and decision making skills as they apply to the role and responsibilities of an outdoor leader. Topics include risk management, trip planning, emergency plans/prevention, decision making and judgement.

**KINE 1339 Outdoor Leadership II (3-0) (CB3101015128)**

A practicum course designed to develop advanced judgement, problem-solving, and decision making skills as they apply to the role and responsibilities of an outdoor leader. This course is structured to provide opportunities for the practical application of skill development.

**Prerequisite:** Outdoor Leadership I.

**KINE 2376 (PHED 2376) Prevention and Care of Athletic Injuries**

(3-0) (3 credits) (CB3105039128)

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents/injuries, recognizing signs and symptoms of specific sports injuries/conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## **Health Information Technology 5827**

*(Medical Record Technology)*

Enrollment in this program is limited. See the Selected Admissions requirements in the admission section of this *Catalog*.

The health information technician works in a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. Duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols, filing medical records, preparing records, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a health information department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate in applied science degree in Health Information Technology and apply for the Registered Health Information Technician (RHIT) exam. The program is accredited by the Commission on the Accreditation of Allied Health Educational Programs in cooperation with the Council on Accreditation of the American Health Information Management Association.

All required courses of the HIT program must be completed with a "C" or better in order to progress to the next level course.

**MEDR 1201 Directed Practice I (0-16) (2 credits)**

Practical experience, under the guidance of a RRA or ART, in a health information department. Students will utilize the knowledge and skills obtained in the classroom to gain a greater knowledge of the health information field.

**Prerequisite:** MEDR 1300.

**MEDR 2302 Legal Aspects of Medical Records (3-0) (3 credits)**

Introduction to various indexes and registers, medical ethics and legal aspects of medical records. Special attention is given to authorizations, release of information and the handling of medical records in court; organization of the medical staff and medical staff committees; and requirements of the accrediting agencies.

**Prerequisite:** MEDR 1300.

**MEDR 2304 Introduction to Human Diseases (3-0) (3 credits)**

Introduction to symptoms, diagnosis, and treatment of human diseases by body systems.  
**Prerequisite:** BIOL 2402.

**MEDR 2321 Medical Record Coding I (2-2) (3 credits)**

Coding techniques of ICD9-CM and CPT-4.

**Prerequisites:** MEDR 1300, BIOL 2402, and concurrent enrollment with MEDR 2304.

**MEDR 2322 Management Principles in Health Information (3-0) (3 credits)**

Daily operations of the medical records department including scheduling, operating and capital budgets, short and long range planning, etc.

**Prerequisites:** MEDR 2302.

**MEDR 2323 Medical Record Coding II (2-2) (3 credits)**

Continuation of MEDR 2321.

**Prerequisite:** MEDR 2321.

**MEDR 2324 Quality Improvement in Health Information (2-2) (3 credits)**

Introduction to the Quality Improvement process in the healthcare setting with emphasis on health information.

**Prerequisite:** MEDR 2302.

**MRMT 1307 Medical Transcription Fundamentals (2-2) (3 credits)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

**Prerequisite:** Acceptance into the Medical Transcription Certificate Program.

**HITT 1167 Practicum—Health Information Technology (0-16) (1 credit)**

Practical general training and experiences in the workplace.

**Prerequisite:** HITT 1301.

**HITT 1266 Practicum—Health Information Technology (0-16) (2 credits)**

Practical general training and experiences in the workplace.

**Prerequisites:** HITT 1353 and concurrent enrollment in HITT 2339.

**HITT 1301 Health Data Content and Structure (2-2) (3 credits)**

Introduction to systems and processes for collecting, maintaining, and dissemination primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**Prerequisite:** Acceptance into the Health Information Technology Program.

**HITT 1305 Medical Terminology (3-0) (3 credits)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HITT 1341 Coding and Classification Systems (2-2) (3 credits)**

Application of basic coding rules, principles, guidelines, and conventions.

**Prerequisites:** HITT 1301, BIOL 2402 and concurrent enrollment with HPRS 2301.

**HITT 1353 Legal and Ethical Aspects of Health Information (3-0) (3 credits)**

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**Prerequisite:** HITT 1301.

**HITT 1355 Health Care Statistics (2-0) (2 credits)**

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health care data with overview of guidelines for Texas Department of Health Vital Statistics and studies.

**Prerequisite:** HITT 1301

**HITT 1445 Health Care Delivery Systems (4-0) (4 credits)**

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

**Prerequisite:** HITT 1301.

**HITT 2331 Medical Terminology, Advanced (3-0) (3 credits)**

Study of advanced terminology in various medical and surgical specialties.

**Prerequisite:** HITT 1305.

**HITT 2335 Coding and Reimbursement Methodologies (2-2) (3 credits)**

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

**Prerequisite:** HITT 1341.

**HITT 2339 Health Information Organizing and Supervision (3-0) (3 credits)**

Principles of organization and supervision of human, fiscal, and capital resources.

**Prerequisite:** HITT 1353.

**HITT 2343 Quality Assessment and Performance Improvement (3-0) (3 credits)**

Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

**Prerequisite:** HITT 1353.

**HPRS 2301 Pathophysiology (3-0) (3 credits)**

Study of the pathology and general health management of diseases and major injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

**Prerequisite:** BIOL 2402.

**MRMT 1311 Computers in Health Care (2-2) (3 credits)**

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

**Prerequisite:** HITT 1445.

**Medical Transcriptionist Certificate (5827A)**

Enrollment in this program is limited. See the Selected Admissions requirements in the admission section of this catalog.

The medical transcriptionist transcribes dictated medical reports that document a patient's medical care and condition. These reports include clinic notes, history and physicals, progress notes, operative reports, x-rays, and discharge summaries. Medical transcriptionists are employed in various health care facilities, transcription agencies, or can work independently.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

**MRMT 1267 Practicum—Medical Transcription (0-16) (2 credits)**

A method of instruction providing detailed education, training and work-based experience. Students spend 2–8 hour days per week on campus building transcription speed and accuracy.

**Prerequisites:** MRMT 1307 and concurrent enrollment in MRMT 2333.

**MRMT 1307 Medical Transcription Fundamentals (2-2) (3 credits)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

**Prerequisite:** Acceptance into the Medical Transcription Certificate Program.

**MRMT 2333 Advanced Medical Transcription (2-2) (3 credits)**

Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

**Prerequisite:** MRMT 1307.

## **History 2204C**

Students majoring in history should see a Tyler Junior College faculty advisor for help in completing a course plan.

**HIST 1301 History of the United States (3-0) (3 credits) (CB4508025142)**

A general survey of the history of the United States from 1492 to 1877. This course is also offered through instructional television.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**HIST 1302 History of the United States (3-0) (3 credits) (CB4508025142)**

A general survey of the history of the United States from 1877 to the present. This course is also offered through instructional television.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**HIST 2303 Texas History (3-0) (3 credits) (CB4508025242)**

A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**HIST 2311 Western Civilization in Medieval Times (3-0) (3 credits) (CB4508015442)**

A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

**HIST 2312 Western Civilization in Modern Times (3-0) (3 credits) (CB4508015442)**

A continuation of HIST 2311 including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

**HIST 2341 The Civil War and Reconstruction (3-0) (3 credits) (CB4508015642)**

Studies the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction; may be substituted for either HIST 1301 or HIST 1302.

**Prerequisite:** Successful completion of reading section of TASP, or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

## **Home Economics 1301**

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

**HOEC 1311 Social Fundamentals (3-0) (3 credits) (CB1901015333)**

Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

**HOEC 1315 Principles of Food Selection and Preparation**

(2-4) (3 credits) (CB1905015133)

Selection and preparation of foods, nutritive values and cost of foods.

**HOEC 1320 Textiles (3-2) (3 credits) (CB2003015233)**

A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

**HOEC 1322 Nutrition (3-0) (3 credits) (CB1905025133)**

Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

**HOEC 1325 Interior Design I (3-0) (3 credits) (CB1906035133)**

Home furnishings and solutions to problems of interior decoration.

**HOEC 1328 Clothing Construction I (2-2) (3 credits) (CB2003015133)**

Construction techniques for home furnishings and apparel.

**HOEC 1329 Clothing Construction II (2-4) (3 credits) (CB2003015133)**

Selection, construction and alteration of apparel.

**HOEC 1370 Meal Management (2-4) (3 credits) (CB1905015133)**

A course for majors in home economics or hotel and restaurant management about planning, managing and serving meals.

**HOEC 1371 Intermediate Food Preparation (2-2) (3 credits) (CB1905015133)**

Selection and preparation of gourmet and foreign foods.

**HOEC 1372 Gourmet Food Preparation (2-2) (3 credits) (CB1905015133)**

Continuation of HOEC 1371 with emphasis on gourmet food preparation.

**HOEC 2311 Fashion Fundamentals (3-2) (3 credits) (CB0801025133)**

Color and design applied to selection and planning of apparel.

**HOEC 2370 Consumer Science (3-0) (3 credits) (CB1904025133)**

Consumer goods and services related to the home, family purchases, advertising, commodity information, merchandise standardization, branding, grading and marketing.

## **Human Development**

### **HDEV 1101 College Success I (1-0) (1 credit) (CB# TBA)**

Designed to help students in decision-making related to educational and personal goals. Assists students in pursuing relevant experiential education, in obtaining resources for development of emotional and physical health, and in acquiring skills for competitiveness in the job market.

### **HDEV 1102 College Success II (1-0) (1 credit) (CB# TBA)**

A continuation of College Success I including further development of goals for academic achievement and career planning, emphasizing development of resources needed for competitiveness in today's job market.

### **HDEV 1370 Career Development (3-0) (3 credits) (CB 3201999140)**

Development of self-awareness and decision-making skills related to selecting a career. Practical methods for obtaining career information.

## **Human Services Substance Abuse Counseling Major (8029)**

The Human Services Substance Abuse Counseling program provides the educational and practicum hours necessary for partial fulfillment of Texas state requirements for licensure as a chemical dependency counselor. Current minimum requirements for becoming a Licensed Chemical Dependency Counselor in the state of Texas are:

1. Completion of at least 270 contact hours of education, with not more than 135 hours in course work designated as **Related (R)**, and not less than 135 hours in course work designated as **Alcohol or Drug Specific (A&D)**.
2. Completion of a 300 hour practicum experience at an approved practicum site.
3. Passing a written and oral examination administered by the Texas Certification Board of Alcohol and Drug Abuse Counselors.
4. Completion of a total of 4,000 hours of supervised work experience at an approved clinical training site.

This program exceeds state education requirements.

A student may earn an associate of applied science degree (AAS) and/or a certificate of completion from Tyler Junior College. Students graduating with the AAS degree in this program who decide to pursue a bachelor's degree may apply their AAS degree as an "inverted degree" at cooperating universities.

### **CMSW 1201 Introduction to Social Services (2-0) (2 credits) (R)**

Introduction to concepts of "social welfare" and "social policy" with an emphasis on the relationship between social policy and the delivery of social services. Descriptions of the philosophy, legal base, program policy and impacts on both the target service group and the larger community of present day social welfare programs are reviewed. Ethical principles of professional social services workers is also examined.

### **CMSW 1327 Treatment Modalities with Special Populations (3-0) (3 credits) (R)**

Introduces the most commonly used and accepted treatment methods in the mental health and mental retardation field. Explores the role of the social service worker and treatment modalities utilized in the outpatient, inpatient, and day treatment areas as they apply to special populations. Introduces the 12 core functions of addiction counselors with a focus on the development of their associated competencies, and an emphasis on the knowledge, skills, and attitudes necessary for effective social services workers.

**CMSW 1341 Behavior Modification and Cognitive Disorder (3-0) (3 credits) (R)**

Detailed study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior in clinical and personal settings. Emphasis on techniques such as managing self-behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and token economies. Prepares the service provider to respond effectively and appropriately to client aggressive behaviors by utilizing approved crisis intervention techniques. Includes discussion of the legal rights and protections of clients and of social services providers.

**CMSW 1345 Abnormal Behavior (3-0) (3 credits) (R)**

A study of the process used to formulate diagnosis of mental disorders. Includes issues relating to the identification and treatment of persons diagnosed as experiencing co-morbid conditions of chemical dependency and mental disorder. Appropriate use of the *Diagnostic and Statistical Manual of Mental Disorders*, 4th ed. (DSM IV) is developed. **Note:** Introductory Psychology, (PSYC 2301 or equivalent) is recommended, or approval of the program director.

**DAAC 1191 Special Topics in Alcohol/Drug Counseling (1-0) (1 credit) (A&D)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course provides discussion and interpretation of clinical experiences derived from student practicums.

**Note:** Concurrent enrollment in DAAC 2267, Practicum-Alcohol/Drug Abuse Counseling, is required.

**DAAC 1243 Current Issues (2-0) (2 credits) (R)**

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. Course will also help prepare students to take the state written and oral licensing exams.

**DAAC 1304 Pharmacology of Addiction (3-0) (3 credits) (A&D)**

This course will develop an understanding of the effects of alcohol and drugs on the human body—especially the operation of the central nervous system, and how the body processes and metabolizes alcohol and drugs. Psychological, physiological and sociological effects of mood altering substances and behaviors and their implications for the addiction process are presented. Emphasis is placed on the pharmacological effects of tolerance, dependency/withdrawal, cross-addiction, drug interaction.

**DAAC 1307 Addicted Family Interventions (3-0) (3 credits) (A&D)**

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discusses the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

**DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions**

(3-0) (3 credits) (A&D)

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. Develops knowledge regarding fundamental statistical and assessment concepts, and provides training in the administration, scoring, and interpretation of assessment instruments commonly used in the field of addiction counseling.

**DAAC 1311 Counseling Theories (3-0) (3 credits) (R)**

An introduction to the theoretical base of major treatment modalities including Reality theory, psycho-dynamic therapy, client-centered therapy, Rational-Emotive Therapy and cognitive-behavioral approaches (life skills training, behavior modification), and experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment settings.

**DAAC 1314 Dynamics of Group Counseling (3-0) (3 credits) (R)**

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.

**DAAC 1317 Basic Counseling Skills (3-0) (3 credits) (R)**

Facilitates development of basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making. Basic human defense mechanisms are presented, and appropriate applications of selected counseling approaches are emphasized.

**Prerequisite:** DAAC 1311, Counseling Theories, or director and instructor approval.

**DAAC 1319 Introduction to Alcohol and Other Drug Addiction (3-0) (3 credits) (A&D)**

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. Drug terminology, characteristics, effects and categories will be discussed.

**DAAC 1341 Counseling Alcohol and Other Drug Addictions (3-0) (3 credits) (A&D)**

Focus is on the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be included. Confidentiality and ethical issues will be reviewed and practiced. Discussion of topics related to recovery from addiction, including concepts of addiction, relapse, relapse prevention, support group programs, aftercare methods, and prevention theories is presented. Aspects of counselor self-care will also be studied.

**DAAC 2267 Practicum—Alcohol/Drug Abuse Counseling (0-0-320) (2 credits)**

Practical general training and experiences in the workplace. The student and the practicum site will develop and document an individualized practicum plan for the student. The plan will relate the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

**Note:** Concurrent enrollment in DAAC 1191, Special Topics in Alcohol and Drug Counseling, is required.

**Prerequisites:** Completion of coursework through the third semester of classes required of students seeking certification or degree from TJC and approval by the program director.

## **Humanities**

### **HUMA 1301 Appreciation of the Humanities (3-0) (3 credits) (CB2401035135)**

An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

### **HUMA 1302 Appreciation of the Humanities (3 credits) (CB2401035135)**

A continuation of HUMA 1301.

## **Internetworking Technology**

The world of networking is a highly competitive arena that continues to grow in complexity as technology evolves. With this growth, the demand for highly trained networking experts increases daily. With this in mind, Cisco Systems developed Cisco Career Certifications, a program that addresses the growing demand worldwide for more trained computer networking professionals. Cisco Career Certifications operates across the disciplines of network design and network support, providing the student with a wealth of flexible options for developing their career. Cisco Career Certifications enables you to be certified at various technical proficiency levels: Associate, Professional, and Expert. The current TJC program provides practical hands-on training as well as preparation for the Cisco Certified Network Associate certification.

### **ECT 1303 Introduction to Telecommunications (3-0) (3 credits)**

An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols. Also includes basic electronics concepts as they relate to transmission of data through communications networks.

### **ITNW 1264 Practicum—Business System Networking and Telecommunications (0-14) (2 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Completion of first semester Internetworking Technology courses or consent of instructor.

### **ITNW 1313 Local Area Networks Design and Protocols: Cisco 1 (2-2) (3 credits)**

Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting.

### **ITNW 1317 Basic Router Configuration: Cisco 2 (2-2) (3 credits)**

An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features.

**Prerequisite:** ITNW 1313.

### **ITNW 1340 Local Area Management (LAN): Cisco 3 (2-2) (3 credits)**

Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LAN's. This course includes configuring of routers for IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems.

**Prerequisite:** ITNW 1317.

**ITNW 1344 Wide Area Management (WAN): Cisco 4 (2-2) (3 credits)**

An introduction to wide area networking (WAN) services and management. Covered skills include describing, differentiating and selecting wide area network (WAN) services; configuring and monitoring wide area network (WAN) services; encapsulating wide area network (WAN) data; and identifying the use of ISDN and HDLC.

**Prerequisite:** ITNW 1340.

## **Journalism 0601**

Students can earn an associate in arts degree with a concentration in journalism. They may transfer to complete a bachelor's degree in advertising, public relations, and print or electronic journalism. Students should see journalism program director before registering for classes.

**COMM 1131 Publications I (1-1) (1 credit) (CB090415426)**

An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. No prerequisites, open to all students.

**COMM 1132 Publications II (1-1) (1 credit) (CB0904015426)**

An introduction to desktop publishing, newspaper layout and design with practical experience on the *TJC News* newspaper. Required of students enrolled in COMM 2311, open to others. (Also offered as a continuing education course). No prerequisites.

**COMM 1133 Publications III (1-1) (1 credit) (CB0904015426)**

Advanced newspaper or magazine design and layout with practical experience on *TJC News* or *TJC Touchstone*.

**Prerequisite:** COMM 1131 or 1132.

**COMM 1134 Publications IV (1-1) (1 credit) (CB0904015426)**

Internship for journalism majors in print, broadcast, advertising or public relations at professional work sites.

**Prerequisites:** COMM 2311C and 2315C and approval of program director.

**COMM 1307 Mass Communication (3-0) (3 credits) (CB0904035126)**

An introduction to mass communication and the mass media. Open to all students. May count as humanities or social science elective for transfer credit.

**COMM 1335 Survey of Radio/Television (3-0) (3 credits) (CB0904035226)**

A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems. Open to all students.

**COMM 1336 Television Production (3-3) (3 credits) (CB1001045226)**

Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

**COMM 2303 Audio/Radio Production (2-2) (3 credits) (CB1001045126)**

Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

**COMM 2309 Editing (3-2) (3 credits) (CB0904015326)**

Theory and practice in newswriting, copy editing, headline writing and layout; includes lab practice.

**Prerequisite:** COMM 1132, 2311, and 2315.

**COMM 2311 News Gathering Writing I (3-2) (3 credits) (CB0904015726)**

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news. Open to all students. Concurrent enrollment in COMM 1132 required.

**COMM 2315 General Reporting (3-2) (3 credits) (CB0904015826)**

The study and practice of newswriting and reporting; includes lab practice in gathering and writing news.

**Prerequisite:** COMM 1132 and 2311.

**COMM 2327 Principles of Advertising (3-0) (3 credits) (CB0902015126)**

An introductory survey of the basics of advertising for print and electronic media. Open to all students.

**COMM 2331 Radio/Television Announcing (3-0) (3 credits) (CB2310016126)**

The study of principles of announcing, voice, articulation, pronunciation and delivery with practice in various types of announcing. Open to all students.

**COMM 2332 Radio and Television News Writing (3-2) (3 credits) (CB0904025226)**

The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news. Open to all students.

## **Legal Assistant 5828**

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant: "Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

**LGLA 1119 (LEGL 1101) Legal Ethics and Professional Responsibility (1-0) (1 credit)**

This course covers the moral and legal responsibilities and duties that a member of the legal profession owes to the public, the court, clients, and other professional colleagues. Includes a review of the canons, codes, and rules of professional responsibility.

**LGLA 1305 (LEGL 1320) Legal Writing (3-0) (3 credits)**

This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.

**Prerequisite:** LGLA 1403 Legal Research.

**LGLA 1311 (LEGL 1311) Introduction to Law (3-0) (3 credits)**

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law.

**LGLA 1343 (LEGL 2319) Bankruptcy (3-0) (3 credits)**

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

**LGLA 1345 (LEGL 2320) Civil Litigation (3-0) (3 credits)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

**Prerequisites:** LGLA 1311 and OFFT 1325.

**LGLA 1349 (LEGL 2315) Constitutional Law (3-0) (3 credits)**

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

**Prerequisite:** LGLA 1311 (or concurrent enrollment).

**LGLA 1353 (LEGL 2310) Wills, Trusts, and Probate Administration (3-0) (3 credits)**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

**Prerequisite:** LGLA 1311.

**LGLA 1355 (LEGL 2313) Family Law (3-0) (3 credits)**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

**Prerequisite:** LGLA 1311.

**LGLA 1391 (LEGL 2370) Special Topics (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**LGLA 1403 (LEGL 1425) Legal Research (3-3) (4 credits)**

This course provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

**LGLA 2305 (LEGL 1321) Interviewing and Investigating (3-0) (3 credits)**

This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. Good communication skills, particularly when interviewing, are emphasized.

**LGLA 2307 (LEGL 2321) Law Office Management (3-0) (3 credits)**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

**LGLA 2309 (LEGL 2323) Real Property (3-0) (3 credits)**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of the searching for real estate documents.

**LGLA 2311 (LEGL 2322) Business Organizations (3-0) (3 credits)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. Other related topics, including real estate and probate, are also presented.

**Prerequisite:** LGLA 1311.

**LGLA 2313 (LEGL 2317) Criminal Law and Procedure (3-0) (3 credits)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. Current issues relating to crime in America are also presented.

**LGLA 2315 Oil and Gas Law (3-0) (3 credits)**

This course presents fundamental concepts of oil and gas law including the relationship between landowners and oil and gas operators, government regulation, and documents used in the industry.

**LGLA 2380 (LEGL 2318) Cooperative Education—Paralegal/Legal Assistant**

(1-20) (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

**Prerequisite:** Sophomore level and approval of program director and an approved law office.

**LGLA 2431 (LEGL 2414) Advanced Legal Research and Writing (3-3) (4 credits)**

This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.

**Prerequisite:** LGLA 1311 and 1403.

## **Mathematics 1701**

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MATH 2412 are advised to complete this course during the summer preceding their freshman year.

**Note:** A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence. A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

**MATH 0104 TASP Math Review (1-0) (1 credit) (CB3201045137)**

Review of algebra and geometry topics including quadratic equations and functions, rational expressions and systems of equations.

**Prerequisite:** Consent of program director.

**MATH 0301 Developmental Mathematics I (3-1) (3 credits) (CB3201045137)**

Whole numbers, fractions decimals ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials.

**MATH 0302 Developmental Mathematics II (3-1) (3 credits) (CB3201045137)**

Review of arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.

**Prerequisite:** MATH 0301 or qualifying TASP or alternative TASP math test score.

**MATH 0303 Developmental Mathematics III** (3-0) (3 credits) (CB3201045137)

Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.

**Prerequisite:** MATH 0302 or qualifying TASP or alternative TASP math test score.

**MATH 1314 College Algebra** (3-0) (3 credits) (CB2701015437)

Exponents, radicals, factoring, products, equations and functions including linear, quadratic, polynomial, rational, exponential and logarithmic, inequalities, systems of equations, matrices, determinants, progressions; sequences and series. (For non-math/science majors)

**Prerequisite:** MATH 0303 or qualifying TASP or alternative TASP math test score.

**MATH 1316 Trigonometry** (3-0) (3 credits) (CB2701015337)

Angular measure, functions of angles, radian measure, derivation of formulas, identities, solutions of triangles, equations, inverse functions and complex numbers.

**Prerequisite:** MATH 1314 or qualifying TASP or alternative TASP math test score. MATH 1314 and MATH 1316 may be taken concurrently with qualifying test score.

**MATH 1324 Finite Mathematics for Business** (3-0) (3 credits) (CB2703015237)

Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.

**Prerequisite:** MATH 1314 or qualifying TASP or alternative TASP math test score.

**MATH 1325 Mathematical Analysis for Business** (3-0) (3 credits) (CB2703015237)

Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.

**Prerequisite:** MATH 1324.

**MATH 1332 Mathematics for Liberal Arts I** (3-0) (3 credits)

Problem solving, sets, functions, logic, numeration systems, topics from elementary number theory, integers, rational numbers, exponents, decimals, applications of mathematics.

**Prerequisite:** MATH 0303 or qualifying TASP or alternative TASP math test score.

**MATH 1333 Mathematics for Liberal Arts II** (3-0) (3 credits)

Probability; statistics; congruence, constructions and similarity, measurement, motion geometry, and other geometric concepts.

**Prerequisite:** MATH 1332 or MATH 1314.

**MATH 1342 Introduction to Statistics** (3-0) (3 credits) (CB2705015137)

Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.

**Prerequisite:** MATH 0303 or qualifying TASP or alternative TASP math test score.

**MATH 2313 Calculus I with Analytic Geometry** (3-1) (3 credits) (CB2701015937)

The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.

**Prerequisite:** MATH 2412 or qualifying TASP or alternative TASP math test score.

**MATH 2314 Calculus II with Analytic Geometry** (3-1) (3 credits) (CB2701015937)

Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions and conic sections.

**Prerequisite:** MATH 2313.

**MATH 2315 Calculus III with Analytic Geometry (3-1) (3 credits) (CB2701015937)**

Techniques of integration, polar coordinates, indeterminate forms, improper integrals, parametric equations, vectors in two and three dimensions, lines and planes in space, and vector valued functions.

**Prerequisite:** MATH 2314.

**MATH 2316 Calculus IV with Analytic Geometry (3-1) (3 credits) (CB2701015937)**

Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to vector calculus.

**Prerequisite:** MATH 2315.

**MATH 2320 Differential Equations (3-0) (3 credits) (CB2703015137)**

Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.

**Prerequisite:** MATH 2315.

**MATH 2412 Precalculus (4-0) (4 credits) (CB2701015837)**

Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. (For math/science majors)

**Prerequisite:** MATH 1314 or acceptable placement test score.

**TMTH 1301 Applied Mathematics (3-0) (3 credits) (CB2701019437)**

Application of algebra to solve physical problems in various technical fields. Topics include: algebraic operations, linear equations, factoring, algebraic fractions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations.

**Prerequisite:** MATH 0303 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

**TMTH 1302 Applied Trigonometry (3-0) (3 credits) (CB2701019337)**

Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.

**Prerequisite:** TMTH 1301 or MATH 1314 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

## **TJC TRIVIA**

*Students today should appreciate the current absentee policy as compared to that of 1926, the first year of TJC. For every absence over three per class, one credit hour was subtracted from the student's record and three unexcused tardies counted as one absence.*

## Medical Laboratory Technology 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill in medical technology. Upon completion of the program, the student will be granted an associate in applied science degree and is eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP). This program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 841 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, phone number 773-714-8880.

A balanced curriculum of general education and medical laboratory technology courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at assigned affiliate hospitals under the general supervision of the faculty employed by Tyler Junior College.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 (C) is required on all medical laboratory technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

### **MELT 2232 Practicum III (0-15) (2 credits)**

Clinical laboratory experience in areas of specialization under the supervision of College faculty.

### **MELT 2411 Clinical Chemistry II (2-8) (4 credits)**

Chemistry related to the clinical laboratory.

### **MELT 2412 Coagulation/Immunohematology (3-4) (4 credits)**

Blood banking and coagulation techniques with laboratory application.

### **MELT 2413 Clinical Immunology II (3-4) (4 credits)**

Clinical immunology with laboratory applications.

### **MELT 2623 Practicum II (2-38) (6 credits)**

Clinical laboratory experience in A.M. training under the supervision of College faculty.

### **MLAB 1201 (MELT 1300) Introduction to Clinical Laboratory Science (1-4) (2 credits)**

An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification.

**Prerequisite:** Acceptance to program.

### **MLAB 1223 (MELT 1300) Phlebotomy (1-4) (2 credits)**

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, accessioning, ethics, and professionalism.

**Prerequisite:** Acceptance to program.

### **MLAB 1227 (MELT 2412) Coagulation (1-2) (2 credits)**

A course in coagulation theory, procedures, and practical applications. Includes commonly performed manual and semi-automated laboratory methods.

**MLAB 1311 (MELT 1141) Urinalysis and Body Fluids (2-3) (3 credits)**

An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical, and microscopic examination of urine, cerebrospinal fluid and other body fluids.

**MLAB 1331 (MELT 1324) Parasitology/Mycology (2-4) (3 credits)**

A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures.

**Prerequisites:** MLAB 1413, BIOL 2420 or permission of program director.

**MLAB 1335 (MELT 1101, MELT 2413) Immunology/Serology (2-4) (3 credits)**

An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, principles of serological procedures, and immune disorders.

**MLAB 1415 (MELT 1601) Hematology (2-8) (4 credits)**

An introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cell and white blood cell maturation sequences, normal and abnormal morphology and associated diseases.

**Prerequisite:** Acceptance to program.

**MLAB 2267 (MELT 2232) Practicum II (0-15) (2 credits)**

Practical experience in areas of specialization under the supervision of college faculty.

**MLAB 2270 Enhanced Study Seminar (2-0) (2 credits)**

Enhanced studies of medical laboratory subject areas to include hematology, microbiology, chemistry, immunology, and immunohematology.

**MLAB 2431 (MELT 2412) Immunohematology (3-4) (4 credits)**

A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, and cross matching.

**Prerequisite:** MLAB 1335.

**MLAB 2466 (MELT 2623) Practicum I (0-40) (4 credits)**

Practical experience in all departments of the clinical laboratory under the supervision of college faculty.

**MLAB 2501 (MELT 1323, MELT 2411) Clinical Chemistry (3-8) (5 credits)**

An introduction to the principles and procedures of various tests performed in the clinical chemistry laboratory. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including basic chemical laboratory safety and technique, special handling procedures, quality control procedures and normal values. Emphasis on proteins, enzymes, lipids, carbohydrates, electrolyte and acid base balance, endocrine function, tumor markers, metabolites, therapeutic drug monitoring, and toxicology.

**MLAB 2534 (MELT 1521) Clinical Microbiology (3-8) (5 credits)**

Instruction in the theory, practical application and pathogenesis of clinical microbiology, including bacteriologic safety, collection, setup, identification and classification techniques, susceptibility testing, quality control procedures, reporting procedures, and clinical significance of test results.

**Prerequisites:** MLAB 1413, BIOL 2420 or permission of program director.

## **Medical Office Management 5827**

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

### **POFM 1309 (MOMG 1302) Medical Office Procedures (2-2) (3 credits)**

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.

### **POFM 1313 (MOMG 1301) Medical Terminology I (3-0) (3 credits)**

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and a combination of medical terms from prefixes, suffixes, roots, and combining forms.

### **POFM 1327 (MOMG 1322) Medical Insurance (3-0) (3 credits)**

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

### **POFM 1331 (MOMG 2301) Medical Transcription I (2-2) (3 credits)**

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy.

**Prerequisites:** POFM 1313 and ITSW 1301.

### **POFM 1353 (MOMG 1331) Medical Coding (2-2) (3 credits)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

### **POFM 2323 (MOMG 1321) Medical Terminology II (3-0) (3 credits)**

A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on various medical specialty fields.

**Prerequisite:** POFM 1313.

### **POFM 1280 (MOMG 2229) Cooperative Education-Medical Administrative Assistant/Secretary (1-8) (2 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employers, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

**Prerequisite:** Approval of program director.

## **Medical Record Technology 5827**

*See Health Information Technology*

## Microcomputer Service 8824

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for microcomputer service technicians has increased. The microcomputer service curriculum is designed to prepare the student as a microcomputer service technician, fully competent to perform repair and maintenance of microcomputers, peripheral devices and networks. Many microcomputer service technicians are employed by microcomputer companies, while some technicians own their own businesses.

After successful completion of the first year, the student receives the certificate of proficiency. During the second year, students may continue toward the associate in applied science degree in electronic technology, with microcomputer service option.

### **CETT 1409 (MCRO 1311) DC/AC Circuits (3-3) (4 credits)**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

### **CETT 1415 (MCRO 1321) Digital Applications (3-3) (4 credits)**

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits.

### **CETT 2333 (MCRO 1312) Digital Computer Circuits (2-4) (3 credits)**

A study of the three major component systems of a digital computer including arithmetic logic operations, RAM and ROM memory systems, and control systems.

**Prerequisites:** CETT 1409 and 1415.

### **CPMT 1280 (MCRO 2254) Cooperative Education—Computer Maintenance**

#### **Technology/Technician (1-8) (2 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** CPMT 1411, COSC 1307 and 1371.

### **CPMT 1347 (MCRO 1342) Computer Systems Peripherals (2-4) (3 credits)**

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment.

**Prerequisite:** CPMT 1411.

### **CPMT 1349 (MCRO 1332) Computer Networking Technology (2-4) (3 credits)**

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations.

### **CPMT 1411 (MCRO 1331) Introduction to Computer Maintenance (3-3) (4 credits)**

A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures.

### **CPMT 2345 (MCRO 1272) Computer System Troubleshooting (2-4) (3 credits)**

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

**Prerequisite:** CPMT 1411.

**EECT 1200 Technical Customer Service (2-0) (2 credits)**

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills.

## **Music 1005**

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

**MUSI 1116 Elementary Ear Training and Sight Singing**

(2-1) (1 credit) (CB5009045630)

The study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass clefs. Must be taken concurrently with MUSI 1311. Required of music and fine arts-music majors.

**MUSI 1117 Elementary Ear Training and Sight Singing**

(2-1) (1 credit) (CB5009045630)

The continued study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass, alto and tenor clefs. Must be taken concurrently with MUSI 1312. Required of music and fine arts-music majors.

**Prerequisite:** MUSI 1116.

**MUSI 1121, 1122, 2121, 2122\* Community Wind Ensemble**

(1-1) (1 credit) (CB5009035630)

The Community Wind Ensemble is an elite performance ensemble open to all students of the College who qualify by audition. Performances include concerts, commencement, campus and community events and recruiting activities.

**MUSI 1127, 2127\* Marching Band (1-4) (1 credit) (CB5009035530)**

The Apache Marching Band is an elite performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities. Students are encouraged to take Applied Music concurrently with this course.

**MUSI 1128, 2128 Symphonic Band\* (1-4) (1 credit) (CB5009035530)**

The Symphonic Band meets during the spring semester. Emphasis will primarily be on preparation for various concert performances, along with a limited number of marching performances.

**MUSI 1129, 1130, 2129, 2130\* Wind Ensemble (1-4) (1 credit) (CB5009035530)**

The Wind Ensemble is an elite concert performance ensemble open to all students of the College who qualify by audition and are also members of the Marching Band or Symphonic Band.

**MUSI 1131, 1132, 2131, 2132\*\* Accompanying Class**

(0-3) (1 credit) (CB5009035630)

Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

\* \*\* Student can only receive 8 hours maximum credit.

**MUSI 1133, 1134, 2133, 2134\*\* Instrumental Chamber Ensemble** (1-2) (1 credit) (CB5009035630)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the medieval period to modern music. Admission by audition. Must be concurrently enrolled in band. Applied Music is concurrent with this course. Performances include campus and community concerts as well as performance tours.

**MUSI 1137, 1138, 2137, 2138\*\* Guitar Ensemble** (1-2) (1 credit) (CB5009035630)

A select group of two to sixteen students which plays special arrangements for guitar "orchestra." Admission by audition.

**MUSI 1139, 1140, 2139, 2140\*\* Jazz Band** (1-2) (1 credit) (CB5009035630)

The Apache Jazz Band is an advanced performance ensemble open to students who qualify by audition and are currently enrolled in band. Performances include concerts, festivals and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

**MUSI 1151, 1152, 2151, 2152\*\*\* Chamber Singers Small Ensemble**

(1-2) (1 credit) (CB5009035830)

A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

**MUSI 1153, 1154, 2153, 2154\*\*\* Harmony and Understanding**

(1-2) (1 credit) (CB5009035830)

A highly select vocal pop ensemble, includes instruction in the choral popular idiom. Admission by audition.

**MUSI 1159, 2159 Musical Theatre Workshop** (0-5) (1 credit) (CB5009036130)

The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

**MUSI 1160 Italian Diction** (1-2) (1 credit) (CB5009085330)

A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions. (Offered every other year in the spring semester.

**MUSI 1181 Class Piano** (1-2) (1 credit) (CB5009075130)

An introductory course intended for those with no prior piano study, or only a negligible amount. Three hours instruction per week, using a 12 place electronic piano lab. Fundamentals of proper piano technique, music reading, improvisation, harmonizing melodies, and a variety of repertory will be covered.

**MUSI 1182 Advanced Class Piano** (1-2) (1 credit) (CB5009075130)

Continuation of MUSI 1181 with three hours instruction per week providing more advanced training in piano technique and repertoire. Topics to be emphasized include complex rhythms, transposition, sight reading, and solo literature.

**Prerequisite:** Completion of MUSI 1181 or approval of instructor.

**MUSI 1237, 1238, 2237, 2238\*\* Symphony Orchestra** (1-2) (2 credits) (CB5009035630)

Open to advanced instrumental students who are given practical training in professional orchestral routine in the Tyler Youth Orchestra. Admission by audition.

\*\* \*\*\*Student can only receive 8 hours maximum credit.

**MUSI 1241,1242, 2241, 2242 Concert Chorus (1-3) (2 credits) (CB5009035730)**

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College; meets three hours per week.

**COMM 2304 Sound Production Technology (3-1) (3 credits) (CB1001045126)**

Concepts and techniques of sound production. Musical Instrument Digital Interface hands-on experience with equipment, sound sources and sequencing technology.

Credit cannot be received for both COMM 2303 and 2304.

**COMM 2325 Practicum in Electronic Music Production I**

(3-3) (3 credits) (CB0907015126)

Instruction and participation using electronic music media.

**Prerequisite:** COMM 2304 or permission of the instructor.

**COMM 2326 Practicum in Electronic Music Production II**

(3-3) (3 credits) (CB0907015126)

Instruction and participation using electronic music media.

**Prerequisite:** COMM 2325.

**MUSI 1301 Music Fundamentals (3-0) (3 credits) (CB5009045530)**

An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

**MUSI 1304 Music Curriculum for the Elementary School**

(3-0) (3 credits) (CB5009045430)

A study of music content appropriate to elementary school children including vocal characteristics, reading concepts and examination of recently published materials.

**MUSI 1306 Music Appreciation (3-0) (3 credits) (CB5009025130)**

A foundation in enjoyment and understanding of music through the study of changes in Western music from the Middle Ages to the present time making use of recorded examples.

**MUSI 1308 Introduction to Music Literature (3-1) (3 credits) (CB5009025230)**

A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

**MUSI 1309 Introduction to Music Literature (3-1) (3 credits) (CB5009025230)**

A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

**MUSI 1311 Elementary Harmony (3-1) (3 credits) (CB5009045130)**

A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MUSI 1116.

**MUSI 1312 Elementary Harmony (3-1) (3 credits) (CB5009045130)**

A continuation of harmony including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MUSI 1117.

**Prerequisite:** MUSI 1311.

**MUSI 2116 Advanced Ear Training and Sight Singing**

(2-1) (3 credits) (CB5009045730)

A continuation of dictation and sight singing studies, including syncopation, modulation, seventh chords, secondary dominants and the church modes. Must be taken concurrently with MUSI 2311. Required of music majors.

**Prerequisite:** MUSI 1117.

**MUSI 2118 Advanced Ear Training and Sight Singing (2-1) (3 credits) (CB5009045730)**

A continuation of dictation and sight singing studies, including secondary function chords, chromatic intervals, twentieth century techniques, atonal melodies and complex rhythms. Required of music majors. Must be taken concurrently with MUSI 2312.

**Prerequisite:** MUSI 2116.

**MUSI 2311 Advanced Harmony (3-1) (3 credits) (CB5009045230)**

A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, linear diminished seventh chords, neopolitan triad, augmented sixth chords. Must be taken concurrently with MUSI 2116. Required of music majors.

**Prerequisite:** MUSI 1312.

**MUSI 2312 Advanced Harmony (3-1) (3 credits) (CB5009045230)**

A further study of harmony and the introduction to the ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MUSI 2118. Required of music majors.

**Prerequisite:** MUSI 2311.

**Applied Music**

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

**The College is not obligated to furnish instruments.**

**Vocal and instrumental instruction is available as follows:**

**Voice**

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

## **Piano, Organ**

**(Music majors or electives with no piano experience should enroll for piano class)**

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

**Organ prerequisite:** Piano experience or permission from instructor.

## **Guitar**

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan and H. Villa-Lobos.

## **Electric Bass**

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

## **Secondary or Elective**

**MUAP 1101,1102, 2101, 2102 Violin (1 credit)**

**MUAP 1109,1110, 2109, 2110 Cello (1 credit)**

**MUAP 1113,1114, 2113, 2114 Double Bass (1 credit)**

**MUAP 1115,1116, 2115, 2116 Electric Bass (1 credit)**

**MUAP 1117,1118, 2117, 2118 Flute (1 credit)**

**MUAP 1121,1122, 2121, 2122 Oboe (1 credit)**

**MUAP 1125,1126, 2125, 2126 Bassoon (1 credit)**

**MUAP 1129,1130, 2129, 2130 Clarinet (1 credit)**

**MUAP 1133,1134, 2133, 2134 Saxophone (1 credit)**

**MUAP 1137,1138, 2137, 2138 Trumpet (1 credit)**

**MUAP 1141,1142, 2141, 2142 French Horn (1 credit)**

**MUAP 1145,1146, 2145, 2146 Trombone (1 credit)**

**MUAP 1149,1150 2149, 2150 Baritone (1 credit)**

**MUAP 1153,1154, 2153, 2154 Tuba (1 credit)**

**MUAP 1157,1158, 2157, 2158 Percussion (1 credit)**

**MUAP 1161,1162, 2161, 2162 Guitar (1 credit)**

**MUAP 1165,1166, 2165, 2166 Organ (1 credit)**

**MUAP 1169,1170, 2169, 2170 Piano (1 credit)**

**MUAP 1177,1178, 2177, 2178 Harp (1 credit)**

**MUAP 1181,1182, 2181, 2182 Voice (1 credit)**

## Concentration or Elective

MUAP 1201,1202, 2201, 2202 Violin (2 credits)  
MUAP 1209,1210, 2209, 2210 Cello (2 credits)  
MUAP 1213,1214, 2213, 2214 Double Bass (2 credits)  
MUAP 1215,1216, 2215, 2216 Electric Bass (2 credits)  
MUAP 1217,1218, 2217, 2218 Flute (2 credits)  
MUAP 1221,1222, 2221, 2222 Oboe (2 credits)  
MUAP 1225,1226, 2225, 2226 Bassoon (2 credits)  
MUAP 1229,1230, 2229, 2230 Clarinet (2 credits)  
MUAP 1233,1234, 2233, 2234 Saxophone (2 credits)  
MUAP 1237,1238, 2237, 2238 Trumpet (2 credits)  
MUAP 1241,1242, 2241, 2242 French Horn (2 credits)  
MUAP 1245,1246, 2245, 2246 Trombone (2 credits)  
MUAP 1249,1250, 2249, 2250 Baritone (2 credits)  
MUAP 1253,1254, 2253, 2254 Tuba (2 credits)  
MUAP 1257,1258, 2257, 2258 Percussion (2 credits)  
MUAP 1261,1262, 2261, 2262 Guitar (2 credits)  
MUAP 1265,1266, 2265, 2266 Organ (2 credits)  
MUAP 1269,1270, 2269, 2270 Piano (2 credits)  
MUAP 1277,1278, 2277, 2278 Harp (2 credits)  
MUAP 1281,1282, 2281, 2282 Voice (2 credits)

## Major

MUAP 1301,1302, 2301, 2302 Violin (3 credits)  
MUAP 1309,1310, 2309, 2310 Cello (3 credits)  
MUAP 1313,1314, 2313, 2314 Double Bass (3 credits)  
MUAP 1317,1318, 2317, 2318 Flute (3 credits)  
MUAP 1321,1322, 2321, 2322 Oboe (3 credits)  
MUAP 1325,1326, 2325, 2326 Bassoon (3 credits)  
MUAP 1329,1330, 2329, 2330 Clarinet (3 credits)  
MUAP 1333,1334, 2333, 2334 Saxophone (3 credits)  
MUAP 1337,1338, 2337, 2338 Trumpet (3 credits)  
MUAP 1341,1342, 2341, 2342 French Horn (3 credits)  
MUAP 1345,1346, 2345, 2346 Trombone (3 credits)  
MUAP 1349,1350, 2349, 2350 Baritone (3 credits)  
MUAP 1353,1354, 2353, 2354 Tuba (3 credits)  
MUAP 1357,1358, 2357, 2358 Percussion (3 credits)  
MUAP 1361,1362, 2361, 2362 Guitar (3 credits)  
MUAP 1365,1366, 2365, 2366 Organ (3 credits)  
MUAP 1369,1370, 2369, 2370 Piano (3 credits)  
MUAP 1377,1378, 2377, 2378 Harp (3 credits)  
MUAP 1381,1382, 2381, 2382 Voice (3 credits)

## **Nursing, Associate Degree (ADN) 8021**

Enrollment in this program is limited. See the Selected Admissions requirements on page 10 in this *Catalog*.

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care setting. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

All science courses and PSYC 2314 must have been completed within seven years of the time required in the curriculum or must be repeated. BIOL 2401 and PSYC 2314 must be completed prior to enrollment in the ADN program.

**All students, especially those with English as a second language, are recommended to take Medical Terminology prior to enrolling in nursing courses.**

### **RNSG 1144 Legal and Ethical Issues for Nursing (1-0) (1 credit)**

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues, for the topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics and health care legislation.

**Prerequisites:** RNSG 1201, 1215, 1260, 1513 and BIOL 2402.

**Concurrent Enrollment:** RNSG 1441\*, 1162\* and 1443\* and 1163\*.

### **RNSG 1160 (NURS 1501 Part) Clinical Nursing (0-3) (1 credit)**

An introductory clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 1327 required.

### **RNSG 1162 (NURS 1901 Part I) Clinical Nursing II (8 weeks) (0-6) (1 credit)**

An introductory clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 1441 required.

### **RNSG 1163 (NURS 1901 Part) Clinical Nursing III (8 weeks) (0-6) (1 credit)**

An intermediate Clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 1443 required.

### **RNSG 1201 (NURS 1701 Part) Pharmacology (1-2) (2 credits)**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

**Prerequisites:** Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314 or permission of the director for an LVN preparing for the transition to ADN.

**Concurrent Enrollment:** RNSG 1215\* and 1513\*, RNSG 1260\* and BIOL 2402\*.

\*Concurrent enrollments are required unless previously completed with a "C" or better.

**RNSG 1215 (NURS 1701 Part) Health Assessment (1-2) (2 credits)**

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

**Prerequisites:** Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314 or permission of the director for an LVN preparing for the transition to ADN.

**Concurrent Enrollment:** RNSG 1201\*, 1513\*, 1260\* and BIOL 2402\*.

**RNSG 1260 (NURS 1701 Part) Clinical Nursing I (0-8) (2 credits)**

An introductory clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 1513 required.

**RNSG 1292 (NURS 2501 Part and NURS 2502 Part) Special Topics in Nursing, Maternal/Child (1-2) (2 credits)**

Topics addressed recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**Prerequisite:** First year.

**Concurrent Enrollment:** RNSG 2308\*, 2164\*, 2201\*, 2265\* and BIOL 2420\*.

**RNSG 1327 (NURS 1501 Part) Transition from Vocational to Professional Nursing (3-1) (3 credits)**

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span.

**Prerequisites:** Acceptance to the ADN Program with approval based on specific criteria, BIOL 2401 and 2402 and PYSC 2314 and eligibility for placement into second year nursing courses the following semester.

**Concurrent Enrollment:** RNSG 1160 required.

**RNSG 1441 (NURS 1901 Part) Principles of Adult Health (8 weeks) (3-2) (4 credits)**

Study of the general principles of caring for selected adult clients and their families with common health needs.

**Prerequisites:** RNSG 1201, 1215, 1513, 1260 and BIOL 2402.

**Concurrent Enrollment:** RNSG 1162 (required), RNSG 1144\*, RNSG 1443\* and RNSG 1163\*.

**RNSG 1443 (NURS 1901 Part) Concepts of Adult Health (8 weeks) (3-2) (4 credits)**

Integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care and member of the profession in care of adult clients.

**Prerequisites:** RNSG 1201, 1215, 1513, 1260 and BIOL 2402 and RNSG 1441.

**Concurrent Enrollment:** RNSG 1163 (required) and 1144\* and 1441\* and 1162.

**RNSG 1513 (NURS 1701 Part & NURS 1201 Part) Foundations for Nursing Practice (4-4) (5 credits)**

Introduction to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.

**Prerequisites:** Acceptance to the ADN Program with approval based on specific criteria and BIOL 2401 and PSYC 2314.

**Concurrent Enrollment:** RNSG 1260 (required), RNSG 1201\*, 1215\* and BIOL 2402\*.

\*Concurrent enrollments are required unless previously completed with a "C" or better.

**RNSG 2131 (NURS 2504 Part) Management of Client Care (4 weeks) (1-1) (1 credit)**

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

**Prerequisites:** RNSG 2308, 2164, 2201, 2265, 1292, 2213, 2166, 2231, 2167 and BIOL 2402\*.

**Concurrent Enrollment:** RNSG 2168 (required), SOCI 1301\*.

**RNSG 2164 (NURS 2501 Part) Clinical Nursing IV (8 weeks) (0-6) (1 credit)**

An intermediate clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 2308 required.

**RNSG 2166 (NURS 2503 Part) Clinical Nursing VI (6 weeks) (0-4) (1 credit)**

An intermediate clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 2313 required.

**RNSG 2167 (NURS 2504 Part) Clinical Nursing VII (6 weeks) (0-6) (1 credit)**

An advanced clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 2231 required.

**RNSG 2168 (NURS 2504 Part) Clinical Nursing VIII (4 weeks) (0-4) (1 credit)**

An advanced clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 2131 required.

**RNSG 2201 (NURS 2502 Part) Care of Children and Families**

(8 weeks) (2-1) (2 credits)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

**Prerequisite:** First year.

**Concurrent Enrollment:** RNSG 2308\*, 2164\*, 2265 (required), and RNSG 1292\* and BIOL 2420\*.

**RNSG 2231 (NURS 2504 Part) Advanced Concepts of Adult Health**

(8 weeks) (2-1) (2 credits)

Application of advanced concepts and skills for the development of the associate degree nurse's roles in complex nursing situations with adult clients/families in structured settings. Emphasis is given to judgment, and professional values within a legal/ethical framework.

**Prerequisites:** First year, RNSG 2308, 2164, 2201, and 2265, PRNR 1292 and BIOL 2420.

**Concurrent Enrollment:** RNSG 2167 (required) and SOCI 1301\*, RNSG 2313\*, 2166\*, 2131 and 2168.

**RNSG 2265 (NURS 2502) Clinical Nursing V (8 weeks) (0-8) (2 credits)**

An intermediate clinical Nursing course requiring application of knowledge and nursing skills appropriate to the theory course of concurrent enrollment.

**Concurrent Enrollment:** RNSG 2201 required.

\*Concurrent enrollments are required unless previously completed with a "C" or better.

**RNSG 2308 (NURS 2501 Part) Maternal/Newborn Nursing and Women's Health**  
(8 weeks) (2-2) (3 credits)

Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment skill and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health.

**Prerequisite:** First year.

**Concurrent Enrollment:** RNSG 2164 (required) RNSG 1292\*, 2201\*, RNSG 2265\* and BIOL 2420\*.

**RNSG 2313 (NURS 2503 Part) Mental Health Nursing** (6 weeks) (2-2) (3 credits)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

**Prerequisite:** First year.

**Concurrent Enrollment:** RNSG 2166 (required).

**NURS 1301 Introductory Nursing Nutrition** (3-0) (3 credits)

Principles of normal nutrition to meet the needs of the ill.

**NURS 1901 Nursing II** (9 credits)

Nursing care of adults with cancer and medical-surgical disorders of the eye, ear, and specific body systems (GI, MS, GU, respiratory, integumentary and endocrine).

**Prerequisites:** NURS 1201, 1701 and BIOL 2401 and 2402.

**NURS 2501 Nursing III** (8 weeks) (5 credits)

Expansion of student skills through maternity and gynecologic nursing.

**Prerequisites:** First year. **Concurrent Enrollment** in BIOL 2420\*.

**NURS 2502 Nursing IV** (8 weeks) (5 credits)

Care of children with medical-surgical problems.

**Prerequisites:** First year. **Concurrent Enrollment** in BIOL 2420\*.

**NURS 2503 Nursing V** (8 weeks) (5 credits)

Care of clients with common behavior deviations.

**Prerequisites:** First year, BIOL 2420. **Concurrent Enrollment** in 3 hour elective\*.

**NURS 2504 Nursing VI** (8 weeks) (5 credits)

Incorporates care of clients with neuro and cardiac problems with role transition.

**Prerequisites:** First year, BIOL 2420, NURS 2501 and NURS 2502.

**Concurrent Enrollment** in 3 hour elective\*.

*\*Concurrent enrollments are required unless previously completed with a "C" or better.*

## **TJC TRIVIA**

*The formal opening of TJC was held in Tyler High School on September 17, 1926. Classes were held in the shared high school facilities until moving to the present campus in 1948.*

## **Nursing, Vocational (VNE) 7821**

*Please contact program director or dean's office for January 2000 new curriculum.*

Enrollment in TJC's vocational nursing program is limited. See the Selected Admissions requirements in the admissions section of this Catalog.

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of patients.

After successful completion of the curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VOCN 1601 prior to readmission.

Readmission to the program is dependent upon available space.

### **VNSG 1122 (VOCN 1502) Vocational Nursing Concepts (1-0) (1 credit)**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

### **VNSG 1133 (VOCN 1321) Growth and Development (1-0) (1 credit)**

Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

**Prerequisite:** All first semester courses.

### **VNSG 1138 (VOCN 1432) Mental Illness (1-0) (1 credit)**

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

**Prerequisite:** All first and second semester courses.

### **VNSG 1219 (VOCN 1431) Professional Development (2-0) (2 credits)**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**Prerequisite:** All first and second semester courses.

### **VNSG 1227 (VOCN 1502) Essentials of Medication Administration (3-0) (3 credits)**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**VNSG 1230 (VOCN 1222) Maternity and Neonatal (2-0) (2 credits)**

Utilization of the nursing process in the assessment and management of the child-bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

**Prerequisite:** All first semester courses.

**VNSG 1234 (VOCN 1321) Pediatric Nursing (2-0) (2 credits)**

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

**Prerequisite:** All first semester courses.

**VNSG 1261 Clinical II (0-2) (2 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**Prerequisite:** All first semester courses.

**VNSG 1262 Clinical IV (0-2) (2 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**Prerequisite:** All first and second semester courses.

**VNSG 1263 Clinical V (0-2) (2 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**Prerequisite:** All first and second semester courses.

**VNSG 1360 Clinical I (0-2) (3 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**VNSG 1361 Clinical III (0-3) (3 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed objectives are developed for each course by the faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**Prerequisite:** All first semester courses.

**VNSG 1400 (VOCN 1502) Nursing in Health and Illness I (4-0) (4 credits)**

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

**VNSG 1423 (VOCN 1701) Basic Nursing Skills (4-4) (4 credits)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

**VNSG 1501 (VOCN 1501-VOCN 1301) Health Science (5-0) (5 credits)**

An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

**VNSG 1509 (VOCN 1623) Nursing in Health and Illness II (5-0) (5 credits)**

Introduction to common health problems of the adult requiring medical and surgical interventions.

**Prerequisite:** All first semester courses.

**VNSG 1510 (VOCN 1624) Nursing in Health and Illness III (5-0) (5 credits)**

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

**Prerequisite:** All first semester courses.

**VOCN 1431 Long Term Care Nursing (2-11) (4 credits)**

The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.

**Prerequisite:** All first and second semester courses.

**VOCN 1432 Community Health Nursing (2-11) (4 credits)**

Nursing process in promotion of community health, mental illness and substance dependency problems.

**Prerequisite:** All first and second semester courses.

## **Office Technology 5824**

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

**POFI 2331 (OFFT 2326) Desktop Publishing for the Office (2-2) (3 credits)**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays.

**Prerequisite:** ITSW 2331.

**POFL 2301 Legal Document Processing (2-2) (3 credits)**

Skill development in the production of legal documents used in the legal and court systems.

**Prerequisite:** ITSW 2331.

**POFT 1302 (OFFT 1314) Business Communications I (3-0) (3 credits)**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**POFT 1309 (OFFT 1312) Administrative Office Procedures I (3-0) (3 credits)**

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

**POFT 1313 (OFFT 2340) Professional Development for Office Personnel (3-0) (3 credits)**

Preparation for the work force including business ethics, team work, professional attire, and promotability.

**Prerequisite:** This course should be taken in the last semester of student's certificate or degree program.

**POFT 1321 (OFFT 1313) Business Math (3-0) (3 credits)**

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

**POFT 1329 (OFFT 1311) Keyboarding and Document Formatting (2-2) (3 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**POFT 2303 Speed and Accuracy Building (2-2) (3 credits)**

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

**Prerequisite:** POFT 1329 or keyboarding speed of 20 wpm.

**POFT 2312 (OFFT 1322) Business Communications II (3-0) (3 credits)**

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

**POFT 2321 (OFFT 1321) Machine Transcription (2-2) (3 credits)**

Skill development in mailable business document production using computers and dictation equipment. Skill requirements in grammar and punctuation with emphasis on proofreading and formatting.

**Prerequisite:** ITSW 1301.

**POFT 2333 Advanced Document Formatting and Skill Building (2-2) (3 credits)**

Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.

**Prerequisite:** POFT 2303 or keyboarding speed of 30 wpm.

**POFT 2380 (OFFT 2329) Cooperative Education—Administrative Assistant/Secretarial Science, General (1-20) (3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employers, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

**Prerequisite:** Approval of program director.

**ITSW 1301 (OFFT 1325) Introduction to Word Processing (2-2) (3 credits)**

An overview of the production of documents, tables, and graphics.

**Prerequisites:** POFT 1329 or 2303 and keyboarding speed of 30 wpm.

**ITSW 1304 (COSC 1376) Introduction to Spreadsheets (2-2) (3 credits)**

Instruction in the concepts, procedures, and importance of electronic spreadsheets.

**ITSW 1307 (OFFT 2320) Introduction to Database (2-2) (3 credits)**

Introduction to database theory and the practical applications of a database.

**ITSW 2331 (OFFT 2316) Advanced Word Processing (2-2) (3 credits)**

Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.

**Prerequisite:** ITSW 1301.

## **Pharmacy Technology**

The Pharmacy Technology Program combines on-campus classroom/laboratory and off-campus clinical experiences. Students who complete this one year certificate are eligible to take a national certification exam and are qualified for a variety of employment opportunities in local community and hospital pharmacies. Pharmacy Technicians work under the direct supervision of a pharmacist and assist in the preparation and dispensing of medications.

Successful completion of pharmacy technology curriculum leads to a certificate of proficiency.

**PHRA 1102 Pharmacy Law (1-0) (1 credit)**

Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings.

**PHRA 1266 Practicum I (0-16) (2 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**PHRA 1301 Introduction to Pharmacy (3-0) (3 credits)**

Examination of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

**PHRA 1305 Drug Classification (3-0) (3 credits)**

Study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures.

**PHRA 1309 Pharmaceutical Mathematics I (3-0) (3 credits)**

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ration and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.

**PHRA 1345 Intravenous Admixture and Sterile Compounding (2-2) (3 credits)**

Mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (autoinjectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs.

**PHRA 1347 Pharmaceutical Mathematics II (3-0) (3 credits)**

A continuation of Pharmaceutical Mathematics I. Topics address ration and proportion, dilution and concentration. Milliequivalent units and intravenous flow rates.

**Prerequisite:** PHRA 1309.

**PHRA 1349 Institutional Pharmacy Practice (2-2) (3 credits)**

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, impatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control.

**Prerequisites:** PHRA 1305 and 1413.

**PHRA 1413 Community Pharmacy Practice (3-3) (4 credits)**

Mastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters.

**PHRA 1441 Pharmacy Drug Therapy and Treatment (4-0) (4 credits)**

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

**PHRA 2366 Practicum II (0-21) (3 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** PHRA 1266.

## Philosophy

**PHIL 1301 Introduction to Philosophy (3-0) (3 credits) (CB3801015135)**

A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

**PHIL 2306 Introduction to Ethics (3-0) (3 credits) (CB3801015335)**

A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

## **Physics 0401C**

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MATH 2412 are encouraged to take this course in the summer so that they may enroll in MATH 2313 in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **PHYS 1401 General Physics (3-3) (4 credits) (CB4008015339)**

Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics. A background in algebra and trigonometry is required.

### **PHYS 1402 General Physics (3-3) (4 credits) (CB4008015339)**

A continuation of PHYS 1401 including electricity and magnetism, light and modern physics.

**Prerequisite:** PHYS 1401.

### **PHYS 1405 Elementary Physics (3-3) (4 credits) (CB4008015139)**

Conceptual level survey of topics in Physics intended for liberal arts, elementary education and other non-science majors.

### **PHYS 1411 and 1412, see page 104, Astronomy.**

### **PHYS 2425 Mechanics (3-3) (4 credits) (CB4008015439)**

A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering.

**Prerequisite:** Credit or registration for MATH 2313.

### **PHYS 2426 Advanced Physics (3-3) (4 credits)**

Includes electricity and magnetism. Required of all engineering majors.

**Prerequisite:** PHYS 2425 and credit or registration for MATH 2314.

### **PHYS 2427 Advanced Physics (3-3) (4 credits) (CB4008015439)**

Heat, wave-motion, optics and atomic phenomena.

**Prerequisite:** PHYS 2425 and credit or registration for MATH 2314.

## **Psychology 2001**

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **PSYC 0301 Personal Development (3-0) (3 credits) (CB3201995140)**

Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

### **PSYC 1100 Orientation (1-0) (1 credit) (CB3201015235)**

Designed to help students adjust to college life with emphasis on developing effective study skills, making wise educational choices and learning appropriate social and personality development. Required of full-time beginning students. Offered each semester and in special summer sessions. (Orientation does not count towards graduation.)

**PSYC 2301 Introductory Psychology** (3-0) (3 credits) (CB4201015140)

Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

**Prerequisite:** Successful completion of reading section of TASP or alternative test, or a grade of "C" or better in READ 0303 or its equivalent.

**PSYC 2302 Applied Psychology** (3-0) (3 credits) (CB4201015240)

Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

**PSYC 2314 Human Growth and Development** (3-0) (3 credits) (CB4207015140)

The stages in the process and physical, social, cognitive and emotional factors of growth and development throughout the life span.

**PSYC 2319 Social Psychology** (3-0) (CB4216015142)

The study of individual behavior within the social environment.

## Radio/Television

(See also R/TV courses listed in Journalism)

**COMM 1336 (RTV 123B) Television Production** (3-3) (3 credits) (CB1001045226)

Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

**COMM 2303 (RTV 123A) Audio/Radio Production** (2-2) (3 credits) (CB1001045126)

Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

**COMM 2331 (RTV 113) Radio/Television Announcing**

(3-0) (3 credits) (CB2310016126)

Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

**COMM 2324 (RTV 213) Practicum in Electronic Media**

(3-3) (3 credits) (CB0907015326)

Lecture and lab instruction and hands-on practice using electronic media equipment.

Prerequisite: Acceptance to program.

Prerequisite: Acceptance to program.

## **Radiologic Technology 8033**

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and practicum courses offers the student an opportunity for cultural development as well as occupational competence. Practicum instruction is given in area hospitals under the direction of radiologists, directors of radiology departments and practicum instructors.

The minimum time for program completion is 24 months. A minimum grade of 78 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

### **RADT 1325 Special Topics (3-0) (3 credits)**

History recordation, medical abbreviations, pediatric geriatric and trauma radiography, advanced spinal radiography, electrocardiography, special radiographic imaging.

**Prerequisite:** RADT 2301.

### **RADT 2201 Seminar (2-0) (2 credits) (13 weeks)**

Discussion of medical radiography subject areas and preparation of student for A.R.R.T. exam.

**Prerequisite:** RADT 2321.

### **RADT 2202 Practicum VI (0-19) (2 credits) (13 weeks)**

A continuation of Practicum V and completion of all competencies.

**Prerequisite:** RADT 2322.

### **RADT 2302 Radiologic Technology III (3-0) (3 credits)**

A continuation of Rad Tech II including image evaluation and production.

**Prerequisite:** RADT 1421.

### **RADT 2303 Practicum IV (0-29) (3 credits)**

A continuation of Practicum III with rotations in areas of specialization.

**Prerequisite:** RADT 1301.

### **RADT 2321 Radiologic Technology IV (3-0) (3 credits)**

A continuation of Radiologic Technology III including advanced positioning, equipment operation, recording media.

**Prerequisite:** RADT 2302.

### **RADT 2322 Practicum V (0-29) (3 credits)**

A continuation of Practicum IV.

**Prerequisite:** RADT 2303.

### **RADT 2323 Radiologic Technology V (3-0) (3 credits)**

Organization, function, supervision and financial arrangements of a radiology department will be discussed. Evaluation methods for assuring consistent quality radiography, cross sectional anatomy and resume preparation.

**Prerequisite:** RADT 2302.

**RADR 1201 (RADT 1401) Introduction to Radiography (2-0) (2 credits)**

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system and basic image production and evaluation.

**Prerequisite:** Acceptance to program.

**RADR 1213 (RADT 1421) Principles of Radiographic Imaging I (2-0) (2 credits)**

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.

**Prerequisites:** RADR 2309, 1309, 1201, 1311 and 1266.

**RADR 1266 (RADT 1202) Practicum I—Medical Radiologic Technology**

(0-19) (2 credits)

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experience may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** Acceptance to program.

**RADR 1267 (RADT 1222) Practicum II—Medical Radiologic Technology**

(0-19) (2 credits)

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experience may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** RADR 2309, 1309, 1201, 1311 and 1266.

**RADR 1268 (RADT 1301) Practicum III—Medical Radiologic Technology**

(0-18) (2 credits)

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experience may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** RADR 2313, 1213, 2301 and 1267.

**RADR 1309 (RADT 1302) Introduction to Radiography and Patient Care**

(3-0) (3 credits)

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

**Prerequisite:** Acceptance to program.

**RADR 1311 (RADT 1401) Basic Radiographic Procedures (2-3) (3 credits)**

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

**Prerequisite:** Acceptance to program.

**RADR 2217 (RADT 1224) Radiographic Pathology (2-0) (2 credits)**

An overview of the disease process and common diseases and their appearance on medical images.

**Prerequisites:** RADR 1367, 2310 and 2333.

**RADR 2235 (RADT 2201) Radiologic Technology Seminar (2-0) (2 credits)**

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

**RADR 2267 (RADT 2202) Practicum VI—Medical Radiologic Technology (0-14) (2 credits)**

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experience may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** RADR 2431 and 2367.

**RADR 2301 (RADT 1421) Intermediate Radiographic Procedures (2-3) (3 credits)**

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology.

Medical terminology and venipuncture.

**Prerequisites:** RADR 2309, 1309, 1201, 1311 and 1266.

**RADR 2305 (RADT 2302) Principles of Radiographic Imaging II (3-1) (3 credits)**

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.

**Prerequisites:** RADR 1367, 2310 and 2333.

**RADR 2309 (RADT 1305) Radiographic Imaging Equipment (3-0) (3 credits)**

A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

**Prerequisite:** Acceptance to program.

**RADR 2313 (RADT 2301) Radiation Biology and Protection (3-0) (3 credits)**

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

**Prerequisites:** RADR 2309, 1309, 1201, 1311 and 1266.

**RADR 2333 (RADT 1307) Advanced Medical Imaging (3-0) (3 credits)**

An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities and cross sectional anatomy.

**Prerequisites:** RADR 2313, 1213, 2301 and 1267.

**RADR 2366 (RADT 2302) Practicum IV—Medical Radiologic Technology (0-29) (3 credits)**

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experiences may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** RADR 1367, 2310 and 2333.

**RADR 2367 (RADT 2322) Practicum V—Medical Radiologic Technology**

(0-29) (3 credits)

Practical general training and experience in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experience may be paid or not paid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** RADR 2366, 2217 and 2305.

**RADR 2370 (RADT 1325) Enhanced Skills (3-1) (3 credits)**

Advanced discussion of pediatrics, geriatrics, trauma, history recordation and abbreviations and ECG. Phlebotomy and venipuncture will be discussed and practiced.

**Prerequisites:** RADR 2313, 1213, 2301 and 1267.

**RADR 2431 (RADT 2321) Advanced Radiographic Procedures (3-2) (4 credits)**

An advanced course including the proper manipulation of equipment positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Departmental management and resume production.

**Prerequisites:** RADR 2366, 2217 and 2305.

## **Reading**

**NOTE:** An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

**READ 0104 TASP Reading Review**

(1-0) (1 credit) (CB3201085235)

Review and practice of reading skills including study of vocabulary, main idea and support, author's intent, organization of ideas, critical reasoning and study skills.

**Prerequisite:** Consent of program director.

**READ 0301 Developmental Reading I (3-0) (3 credits) (CB3201085235)**

Improving basic reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

**READ 0302 Developmental Reading II (3-0) (3 credits) (CB3201085235)**

Improving intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

**READ 0303 Developmental Reading III (3-0) (3 credits) (CB3201085235)**

A continuation of intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or alternative TASP reading test scores.)

**READ 0312 College Study Skills (3-0) (3 credits) (CB3201015235)**

Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

**READ 1301 Advanced Reading (3-0) (3 credits) (CB3801015735)**

Emphasizes the increased development of speed and comprehension skills in reading.

## **Recreation: Tennis Teaching 9621**

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

### **RECL 1105 Summer Tennis Experience (1-0) (1 credit)**

Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

### **RECL 1206 Supervised Summer Work Experience (0-15) (2 credits)**

Designed to train students for their approved, tennis-related summer work.

### **RECL 1300 Scientific Approach to Tennis Teaching (3-0) (3 credits)**

An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

### **RECL 1301 Philosophy of Coaching (3-0) (3 credits)**

A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

### **RECL 1302 Individual Tennis Instruction (3-0) (3 credits)**

A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

### **RECL 1303 Program Planning (3-0) (3 credits)**

A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

### **RECL 1304 Fitness and Psycho-Motor Learning in Tennis (3-0) (3 credits)**

Methods of assessing fitness and developing conditioning programs and includes proper nutrition, weight training, aerobic and anaerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennis players.

### **RECL 1310 Tennis Teaching Clinic I (0-15) (3 credits)**

On-court teaching skills with an emphasis placed on individual lessons.

### **RECL 1311 Tennis Teaching Clinic II (0-15) (3 credits)**

Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.

**RECL 2305 Tennis Camp and Club Management (3-0) (3 credits)**

The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

**RECL 2306 Sports Psychology (3-0) (3 credits)**

An emphasis placed on the sport science sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training and concentration will be discussed.

**RECL 2307 Contemporary Concepts in Tennis Instruction (3-0) (3 credits)**

Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

**RECL 2308 USPTA Principles (Capstone) (3-0) (3 credits)**

A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.

**RECL 2310 Tennis Teaching Clinic III (0-15) (3 credits)**

Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

**RECL 2311 Tennis Teaching Clinic IV (0-15) (3 credits)**

A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

## **Respiratory Care 8025**

The Respiratory Care Program is a two-year curriculum that includes two semesters (25 credit hours) of prerequisite courses and four semesters (47 credit hours) of didactic, laboratory, and clinical classes that prepare the student for a career as a Respiratory Therapist. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Enrollment in this program is limited. All prerequisite courses should be completed before application for enrollment into the Respiratory Care Program. See the Selected Admissions requirements in the admissions section of this *Catalog*.

All required courses of the Respiratory Care curriculum must be completed with a grade of "C" or better and a grade point average of at least 2.0 must be maintained while in the program.

The graduate of the program will receive an associate of applied science degree and will be eligible to apply for the Entry Level Examination provided by the National Board for Respiratory Care (NBRC). Upon successful completion of the Entry Level Examination, the graduate will become a Certified Respiratory Therapy Technician (CRTT), and is eligible to apply for the NBRC registry examinations. Upon successful completion of the Written Registry and Clinical Simulation Examination, the graduate will become a Registered Respiratory Therapist (RRT).

The graduate is eligible for additional specialty examinations and credentials which include the Perinatal Care Examination, the Certified Pulmonary Function Technologist Examination, and, after the CPFT Examination, the Registry Examination for Advanced Pulmonary Function Technologists.

In addition, all graduates are American Heart Association Basic Life Support Instructors, Advanced Cardiac Life Support Providers and will have completed the Neonatal Resuscitation Program in accordance with the standards of the American Academy of Pediatrics.

**RSPT 1101 Introduction to Respiratory Care (1-1) (1 credit)**

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

**RSPT 1225 Respiratory Care Sciences (2-1) (2 credits)**

A study of cardiopulmonary sciences including physics, math, chemistry, and statistics.

**Prerequisite:** CHEM 1305 or 1411.

**RSPT 1266 Practicum I (0-13) (2 credits)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Corequisite:** RSPT 1329.

**RSPT 1267 Practicum II (0-20) (2 credits)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Corequisites:** RSPT 1331 and 2313.

**RSPT 1307 Cardiopulmonary/Renal Anatomy and Physiology (3-0) (3 credits)**

An introduction to the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. Includes the terminology used in respiratory physiology.

**Prerequisite:** BIOL 2420.

**RSPT 1317 Respiratory Care Pharmacology (3-0) (3 credits)**

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the automatic nervous system.

**Prerequisite:** CHEM 1305 or 1411.

**RSPT 1329 Respiratory Care Fundamentals I (2-3) (3 credits)**

Provides a foundation for the development of knowledge skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, humidity/aerosol, lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques, and blood gas analysis and interpretation.

**Corequisite:** RSPT 1266.

**RSPT 1331 Respiratory Care Fundamentals II (2-3) (3 credits)**

A continuation of the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, humidity/aerosol, lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques, and blood gas analysis and interpretation.

**Prerequisite:** RSPT 1329

**Corequisite:** RSPT 1367.

**RSPT 2131 Clinical Simulations in Respiratory Care (1-1) (1 credit)**

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking both written and computerized simulations, and basic concepts of computer usage.

**Corequisite:** RSPT 2233.

**RSPT 2146 Neonatal Resuscitation Program (1-1) (1 credit)**

The Neonatal Resuscitation Program (NRP) is taught in accordance with the guidelines established by the American Heart Association (AHA) and the American Academy of Pediatrics (AAP). The course includes neonatal emergency assessment, airway management, ventilatory support, drug and electrical therapy.

**RSPT 2233 Respiratory Care Case Management (2-0) (2 credits)**

This course gives the student experience in presenting a prepared case study. The student will investigate, organize, and present a case study and prepare questions for group discussion.

**Prerequisites:** RSPT 1331, 2310 and 2213.

**Corequisite:** RSPT 2131.

**RSPT 2239 Advanced Cardiac Life Support (1-3) (2 credits)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.

**Corequisite:** RSPT 2225.

**RSPT 2266 Practicum III (0-20) (2 credits)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** RSPT 1267.

**RSPT 2267 Practicum IV (0-20) (2 credits) (Capstone Course)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Prerequisite:** RSPT 2266.

**Corequisite:** RSPT 2314.

**RSPT 2310 Cardiopulmonary Disease II (3-0) (3 credits)**

This course includes a discussion on pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

**Prerequisite:** RSPT 1307.

**RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care I (2-3) (3 credits)**

A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

**Prerequisites:** RSPT 1307 and 2223.

**RSPT 2413 Mechanical Ventilation (3-4) (4 credits)**

Preparation to conduct therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation. Emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation.

**Prerequisite:** RSPT 1329.

**Corequisite:** RSPT 1367.

**RSPT 2425 Cardiopulmonary Diagnostics (3-4) (4 credits)**

A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessment of the pulmonary patient.

**Prerequisites:** RSPT 1331 and 2310.

## **Sign Language and Sign Language Interpreting**

(Interpreter Training Program) (CB5102055132)

### **Purpose of the Sign Language Interpreter Program**

The purpose of the Sign Language Interpreter Program of Tyler Junior College is to prepare graduates for a career as interpreters serving to equalize communication between Deaf and hearing in school, work, and community settings. Graduates of this program will have intensive training in American Sign Language and Deaf Culture; sign language interpreting/transliterating; professional ethics, as well as extensive on the job training (practicum).

#### **Sign Language**

##### **SGNL 1401 Beginning American Sign Language I (3-3) (4 credits) (CB5102055132)**

An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar.

**Corequisite:** SGNL 1401L (lab).

##### **SGNL 1402 Beginning American Sign Language II (3-3) (4 credits) (CB5102055132)**

Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Provides opportunities for interaction within the deaf community.

**Prerequisite:** SGNL 1401.

**Corequisite:** SGNL 1402L (lab).

##### **SGNL 2301 Intermediate American Sign Language I (3-3) (3 credits) (CB5102055232)**

Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice oriented approach to language acquisition, including the use of multimedia.

**Prerequisite:** SGNL 1402.

**Corequisite:** SGNL 2301L (lab).

##### **SGNL 2302 Intermediate American Sign Language II (3-3) (3 credits) (CB5102055232)**

An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. Provides students with information on idiomatic/colloquial usages for signs and grammatical structures for complex sentences.

**Prerequisite:** SGNL 2301.

**Corequisite:** SGNL 2302L (lab).

*American Sign Language courses count as TJC modern (foreign) language credit and will transfer as such to some upper-level institutions. NOTE: Students enrolling in this program who plan to transfer to upper-level institutions should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the upper-level institution of their choice.*

## **Sign Language Interpreting**

### **SLNG 1111 (SIGN 1101) Fingerspelling (1-1) (1 credit)**

Develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition as well as reading fingerspelling in context. Expressive skills focus on the development of speed, clarity, and fluency.

**Prerequisite:** SGNL 1402.

### **SLNG 1317 (SIGN 1301) Introduction to Deaf Community (3-0) (3 credits)**

An overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of the individual's personal life, family, and community in today's multicultural world. Emphasis on current educational and vocational programs, legislation, technology, and other issues.

### **SLNG 1321 Introduction to Interpreting Profession (3-0) (3 credits)**

An overview of the field of sign language interpretation. Provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

### **SLNG 1347 (SIGN 1324) Deaf Culture (3-0) (3 credits)**

Provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Includes cultural identity, values, group norms, communication, language, and significant contributions made by deaf people to the world.

### **SLNG 2266 (SIGN 2323) Practicum (2286) (0-20) (3 credits)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided **external** experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Prerequisites:** SLNG 2302 and director's approval. (Must see program director for approval)

### **SLNG 2301 (SIGN 1322) Interpreting I (3-0) (3 credits)**

An overview of the interpreting process and current models. Introduces the skills necessary to achieve message equivalency in interpreting.

**Prerequisites:** SGNL 1401 and SLNG 1321.

### **SLNG 2302 (SIGN 2303) Interpreting II (3-0) (3 credits)**

Enhancement of interpreting skills and discourse analysis to increasingly complex tasks utilizing simulated interpreting experiences via multimedia materials. Emphasis on skill analysis and peer evaluation.

**Prerequisite:** SLNG 2301.

### **SLNG 2311 (SIGN 2302) Specialized Interpreting/Transliterating (3-0) (3 credits)**

A focus on interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) in special settings (e.g., religious, artistic, medical, legal, mental health). Reinforce basic theories and techniques in relation to the special population(s) and/or setting(s).

**Prerequisites:** SGNL 1402 and SLNG 2301.

### **SLNG 2315 (SIGN 1323) Interpreting in Educational Settings (3-0) (3 credits)**

Increases awareness of current techniques, issues, and ethics in mainstreaming and bilingual/bicultural education practices. Includes a survey of technical signs and signed English systems currently in use.

**Prerequisites:** SGNL 1402 and SLNG 1321.

**SLNG 2331 (SIGN 2322) Interpreting III (3-0) (3 credits)**

A practice oriented course to strengthen skills in the integration and application of processing more complex selections. Continued exposure to simulated interpreting experience through the use of multimedia material.

**Prerequisite:** SLNG 2302.

## **Sociology 2001A**

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

**SOCI 1301 Introduction to Sociology (3-0) (3 credits) (CB4511015142)**

Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

**SOCI 1306 Social Problems (3-0) (3 credits) (CB4511015242)**

An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

**SOCI 2301 Marriage and Family (3-0) (3 credits) (CB4511015442)**

An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

**SOCI 2331 Current Issues Sociology (3-0) (3 credits) (CB4511015742)**

An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

**SOCI 2336 Criminology (3-0) (3 credits) (CB4504015142)**

(Same as CRIJ 1322)

**SOCW 2361 Introduction to Social Work (3-0) (3 credits) (CB4407015142)**

Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

## **Speech/Theatre 1506**

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

### **Speech Courses**

**SPCH 1144, 1145, 2144, 2145 Forensic Act (0-3) (1 credit) (CB2310016035)**

Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

**SPCH 1311 Introduction to Speech Communication**

(3-0) (3 credits) (CB2310015135)

Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

**SPCH 1315 Public Speaking (3-0) (3 credits) (CB2310015335)**

Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills.

**SPCH 1318 Interpersonal Communication (3-0) (3 credits) (CB2310015435)**

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

**SPCH 1321 Business and Professional Speaking (3-0) (3 credits) (CB2310015235)**

Types and techniques of communication, including speeches most common to business and professional people including theory, culture of the business and professional environment, and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

**SPCH 1342 Voice and Diction and Phonetics (3-0) (3 credits) (CB2310015835)**

The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Credit cannot be granted for both SPCH 1342 and DRAM 2336.

**SPCH 1370 Speech for Prospective Teachers (3-0) (3 credits) (CB2310015135)**

Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPCH 1311 and 1370.

**SPCH 2341 Oral Interpretation (3-0) (3 credits) (CB2310015735)**

Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms.

## Theatre Courses

**DRAM 1310 Theatre Appreciation (3-0) (3 credits) (CB5005015130)**

An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre.

**DRAM 1320 Theatre Workshop I (3-0) (3 credits) (CB5005015230)****DRAM 1321 Theatre Workshop II (3-0) (3 credits) (CB5005015230)**

Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.

**DRAM 1330 Stagecraft I (3-3) (3 credits) (CB5005025130)**

A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

**DRAM 1341 Makeup (3-0) (3 credits) (CB5005025230)**

Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

**DRAM 1351 Acting I (2-4) (3 credits) (CB5005035130)**

Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

**DRAM 1352 Acting II (2-4) (3 credits) (CB5005035130)**

A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

**DRAM 2336 Theatre Speech (3-0) (3 credits) (CB5005035230)**

The basic principle of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experience in voice development and special activities to meet individual needs and professional objectives. Credit cannot be granted for both DRAM 2336 and SPCH 1342.

**DRAM 2361 Theatre History I (3-0) (3 credits) (CB5005055130)**

A survey of the development of theatre from its origins to the 1700's.

**DRAM 2362 Theatre History II (3-0) (3 credits) (CB5005055130)**

A survey of the development of the theatre from the 1700's to the twentieth century.

## **Surgical Technology\***

The surgical technology curriculum is designed to prepare qualified persons to provide services in the surgical area under the supervision of the surgical supervisor.

Graduates of this program will be eligible to take the National Exam given by the Association of Surgical Technologists. Those who pass this exam become Certified Surgical Technologists (CST).

All SRGT courses must be completed in sequence and completed with a minimum of a "C" in all SRGT courses.

Any student who has withdrawn from the program after successfully completing the first semester may re-enter the program by passing with a 70 percent or better the most current final examination for each course completed prior to withdrawal and successfully completing a demonstration of the first semester competencies. Readmission to the program is dependent upon available space.

Enrollment in the program is limited. See the Selected Admissions Requirements in the Admissions section of this Catalog.

**SRGT 1266 Practicum I—Surgical Technologist/Technician (0-16) (2 credits)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**SRGT 1405 Introduction to Surgical Technology (3-2) (4 credits)**

Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts.

**SRGT 1409 Fundamentals of Aseptic Technique (3-2) (4 credits)**

In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

**SRGT 1441 Surgical Procedures I (2-6) (4 credits)**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1442 Surgical Procedures II (2-6) (4 credits)**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 2466 Practicum II—Surgical Technologist/Technician (0-28) (4 credits)**

Continuation of Practicum I. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**Surveying and Mapping Technology 8435**

The surveying and mapping technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide part of the formal training required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, Global Positioning System and electronic data collection. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

**SRVY 1301 (SURV 1311) Introduction to Surveying (3-0) (3 credits)**

An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.

**Prerequisite:** Concurrent enrollment in SRVY 1309.

**SRVY 1305 (SURV 1341) Theory of Survey Measurements (3-0) (3 credits)**

An introduction to research methods and organization skills. Emphasis on horizontal and vertical measurements, leveling methods and pencil manuscript mapping by coordinates. An overview of the survey industry with emphasis on the use of calculators and computers in computations. (Students may not receive credit for both SRVY 1301, its companion lab SRVY 1309, and SRVY 1305.)

**Prerequisite:** Limited to individuals with experience in using surveying equipment and techniques to make measurements.

**SRVY 1309 (SURV 1321) Surveying Measurements Practice (2-4) (3 credits)**

An introductory lab course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g., standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors.

**Prerequisite:** Concurrent enrollment in SRVY 1301.

**SRVY 1315 (SURV 1331) Surveying Calculations I (3-0) (3 credits)**

An introduction to the mathematics used in surveying and mapping, e.g., algebra, plane trigonometry, and plane, solid, and analytical geometry.

**Prerequisite:** Concurrent enrollment in SRVY 1309.

**SRVY 1319 (SURV 2353) Introduction to Geographic Information Systems (3-0) (3 credits)**

A study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, use and client requirements, and prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems.

**Prerequisite:** SRVY 1301 or appropriate surveying work or mapping experience.

**SRVY1341 (SURV 1312) Land Surveying (3-0) (3 credits)**

A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards.

**Prerequisite:** Concurrent enrollment in SRVY 1345.

**SRVY 1345 (SURV 1322) Land Surveying Applications (2-4) (3 credits)**

An intermediate lab course covering the equipment, techniques and hardware of the profession necessary to measure horizontal and vertical angles and distances used in traversing, according to prevailing and applicable professional standards.

**Prerequisite:** Concurrent enrollment in SRVY 1341.

**SRVY 1391 Global Positioning Systems Techniques for Surveying and Mapping (3-0) (3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**SRVY 2286 (SURV 2264) Surveying and Mapping Practicum (1-8) (2 credits)**

On-the-job training in a surveying and mapping position. This course serves as the capstone for the AAS degree in Surveying and Mapping Technology.

**Prerequisite:** Sophomore standing.

**SRVY 2301 (SURV 1342) Traverse Computations (3-0) (3 credits)**

An introduction to the measurement and determination of boundaries, areas, shapes, location through traversing techniques. A variety of adjustment methods using programmed and non-programmed calculators and computers. The methods of traversing and adjustment of errors following prevailing and applicable professional standards. (Students may not receive credit for both SRVY 1341, its companion lab SRVY 1345, and SRVY 2301.)

**Prerequisite:** SRVY 1305. Limited to individuals with experience in using surveying equipment and techniques in data collection.

**SRVY 2305 (SURV 2354) Geographic Information Systems Applications (2-2) (3 credits)**

A hands-on course with computer applications providing additional conceptual understanding of geographic information systems and practical applications using a variety of Geographic Information System software.

**Prerequisite:** SRVY 1319.

**SRVY 2309 Computer-Aided Mapping (2-4) (3 credits)**

An intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographic maps utilizing coordinate geometry data points.

**Prerequisite:** DFTG 1409.

**SRVY 2313 (SURV 2343) Control Surveying (3-0) (3 credits)**

Emphasis on field astronomy calculations, state plane coordinates and the reduction of information received from Global Positioning System receivers. (Students may not receive credit for SRVY 2331, its companion lab SRVY 2335, and SRVY 2313.)

**Prerequisite:** Limited to individuals with experience in using surveying equipment and techniques to make measurements.

**SRVY 2331 (SURV 2313) Geodetic Surveying and Mapping (3-0) (3 credits)**

A study of field astronomy, Polaris and solar observations, State Plane Coordinate Systems, and satellite navigation.

**Prerequisite:** Concurrent enrollment in SRVY 2335.

**SRVY 2335 (SURV 2323) Geodetic Surveying and Mapping Application**

(2-4) (3 credits)

Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.

**Prerequisite:** Concurrent enrollment in SRVY 2331.

**SRVY 2339 (SURV 2314) Engineering Design Surveying (3-0) (3 credits)**

A study of the theory and field methods of surveying alignments, e.g., highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.

**Prerequisite:** Concurrent enrollment in SRVY 2341.

**SRVY 2341 (SURV 2324) Engineering Design Surveying Lab (2-4) (3 credits)**

The companion lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments, e.g., highway routes, pipelines, utility and waterway construction, transmission lines, including the study of procedures for route construction, design, calculation and stakeout.

**Prerequisite:** Concurrent enrollment in SRVY 2339.

**SRVY 2343 (SURV 2333) Surveying—Legal Principles I (3-0) (3 credits)**

The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records and preparation of a deed record sketch.

**SRVY 2344 (SURV 2344) Surveying—Legal Principles II (3-0) (3 credits)**

An advanced course in legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; and a review of boundary law cases.

**Prerequisite:** SRVY 2343.

**SRVY 2349 (SURV 2344) Construction Surveying (3-0) (3 credits)**

A study of the application of surveying alignments, e.g., highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes. (Students may not receive credit for both SRVY 2339, its companion lab SRVY 2341, and SRVY 2349.)

**Prerequisite:** Limited to individuals with experience in using surveying equipment and techniques to make measurements.

## **Vision Care Technology 8037**

Vision Care Technology provides an educational program to prepare students to gain occupational competency as a certified vision care technician. Program students develop the skills necessary to fill prescriptions for glasses and contact lenses and to perform various procedures and diagnostic tests in order to assist the doctor in the eye examination and treatment process. As a competency based educational program with a state-of-the-art facility, Vision Care Technology is committed to meeting the staffing needs of the ophthalmic profession. The program graduates are actively recruited by vision care practitioners as dispensing opticians, optical laboratory technicians, contact lens technicians, optometric technicians, and ophthalmic medical personnel. Enrollment is limited and application must be made directly to the director of the program.

All required courses of the vision care technology curriculum must be completed with a "C" or better in any prerequisite course, the student may not progress until the deficiency has been removed. Students completing the TASP waived one-year program are awarded a certificate of proficiency. Students completing the two-year curriculum are awarded an Associate in Applied Science degree in Vision Care Technology.

### **OPTS 1219 Ophthalmic Office Procedures (2-0) (2 credits)**

Overview of office procedures and forms used in an optometric, ophthalmologic, or optical retail office. Emphasis on government, third party, and other managed care insurance claim forms, maintenance of patient records, safety regulations, and professional conduct and ethics.

### **OPTS 1305 Geometric Optics (3-0) (3 credits)**

Introduction to the history and physics of the electromagnetic spectrum with emphasis on the reflection and refraction of light from flat and curved mirrors, prisms, and single and compound lens systems.

### **OPTS 1309 Ophthalmic Laboratory I (2-4) (3 credits)**

Emphasis on the finishing portion (bench) of the fabrication of spectacles. Topics include mark-up, blocking, edging, beveling, impact resistance, tinting, insertion, and inspection of single vision and multi-focal lenses.

### **OPTS 1311 The Visual System (3-0) (3 credits)**

Overview of the ophthalmic field including the anatomy and physiology of the eye, related structures, and the visual system.

### **OPTS 1315 Basic Contact Lenses (2-2) (3 credits)**

Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; and skills necessary for the accurate measurement of lens parameters.

### **OPTS 1449 Ophthalmic Laboratory II (3-2) (4 credits)**

Formulas and techniques needed to surface single vision and multi-focal lenses. Topics include calculation or use of a computer software program to determine the information used in conjunction with ophthalmic lens machines, the use of ophthalmic lens machines, and instruments used to grind, fine, and polish lenses.

### **OPTS 1501 Ophthalmic Dispensing (4-3) (5 credits)**

Introduction to the basic principles of frame selection, styling, refractive errors, and lens design and to the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles.

### **OPTS 2166 Ophthalmic Practicum I (0-7) (1 credit)**

This Practicum is designed to offer real life applications of the ophthalmic skills developed in the Vision Care Technology program to this point. The student acquires practical hands-on training under direct supervision and assistance of faculty personnel. Students rotate assignments in dispensing, fabrication and assisting.

### **OPTS 2266 Ophthalmic Practicum II (0-30) (8 weeks) (2 credits)**

This Practicum is designed as a capstone for the certificate and offers the student specialized training and experience in a clinical setting in an optometric/ophthalmic practice functioning in the business community. The students will rotate to several practices that include optometry, ophthalmology, independent opticianry, and optical chain stores.

### **OPTS 2335 Advanced Contact Lenses (2-2) (3 credits)**

Emphasizes the knowledge and skills necessary to assist the practitioner in the dispensing, evaluation, and care of soft, rigid, toric, multi-focal, therapeutic, and other specialty contact lenses.

### **OPTS 2341 Ophthalmic Techniques (2-4) (3 credits)**

Presentation of information and practical training in the techniques necessary to properly assist the refractionist or eye physician. Topics include visual acuity assessments and performance of various diagnostic tests.

### **OPTS 2345 Advanced Ophthalmic Techniques (2-4) (3 credits)**

A continuation of Ophthalmic Techniques. Introduces the student to aseptic and non-aseptic sterilization techniques used in the surgical field and provides knowledge and practice in scrubbing techniques used when assisting during ophthalmic surgical procedures.

### **OPTS 2531 Advanced Ophthalmic Dispensing (5-1) (5 credits)**

Advanced study of the procedures necessary to dispense. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations, and partial vision.

## **Welding 6245**

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry. Upon successful completion of the program the student will receive an associate in applied science degree.

### **WLDG 1313 Introduction to Blueprint Reading for Welders**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry.

### **WLDG 1412 Introduction to Flux Cored Welding (FCAW)**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shielded electrodes.

### **WLDG 1421 (WELD 2424) Introduction to Welding Fundamentals (4-0) (4 credits)**

Theory of different welding processes, including safety procedure. The capstone for the AAS degree. Required for the AWS Entry-Level Certification. Students must make 95% on the safety section and 75% on all other sections to qualify for the American Welding Society Certification.

### **WLDG 1425 (WELD 1303) Introduction to Oxy-Fuel Welding and Cutting (2-6) (4 credits)**

An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

**WLDG 1428 (WELD 1402) Introduction to Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)**

Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.

**Prerequisite:** WLDG 1425 (WELD 1303) current enrollment.

**WLDG 1430 (WELD 1322) Introduction to Gas Metal Arc (MIG) Welding (2-6) (4 credits)**

Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.

**Prerequisites:** WLDG 1425 (WELD 1303).

**WLDG 1434 (WELD 2302) Introduction to Gas Tungsten Arc (TIG) Welding (2-6) (4 credits)**

Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.

**Prerequisites:** WLDG 1425 (WELD 1303) and WLDG 1428 (WELD 1402).

**WLDG 1435 (WELD 2401) Introduction to Pipe Welding (2-6) (4 credits)**

Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.

**Prerequisites:** WLDG 1425 (WELD 1303), WLDG 1428 (WELD 1402) and WLDG 2443 (WELD 1422).

**WLDG 1471 (WELD 1324) Introduction to FCAW (Flux Core) (2-6) (4 credits)**

Provides descriptions and definitions, safety procedures, and proper setup of equipment. Students will perform T-joints, lap joints and butt joints using self shielding and dual shield electrodes.

**WLDG 2370 (WELD 2370) Internship (1-20) (3 credits)**

On-the-job training and work experience in the welding industry.

**Prerequisite:** WLDG 1422 (WELD 1303).

**WLDG 2443 (WELD 1422) Advanced Shielded Metal Arc Welding (SMAW) (2-6) (4 credits)**

A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.

**Prerequisite:** WLDG 1425 (WELD 1303) and WLDG 1428 (WELD 1402).

**WLDG 2447 (WELD 2322) Advanced Gas Metal Arc (MIG) Welding (2-6) (4 credits)**

A continuation of WELD 1322, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions.

**Prerequisites:** WLDG 1430 (WELD 1322) and WLDG 1435 (WELD 2401).

**WLDG 2451 (WELD 2323) Advanced Gas Tungsten Arc (TIG) Welding (2-6) (4 credits)**

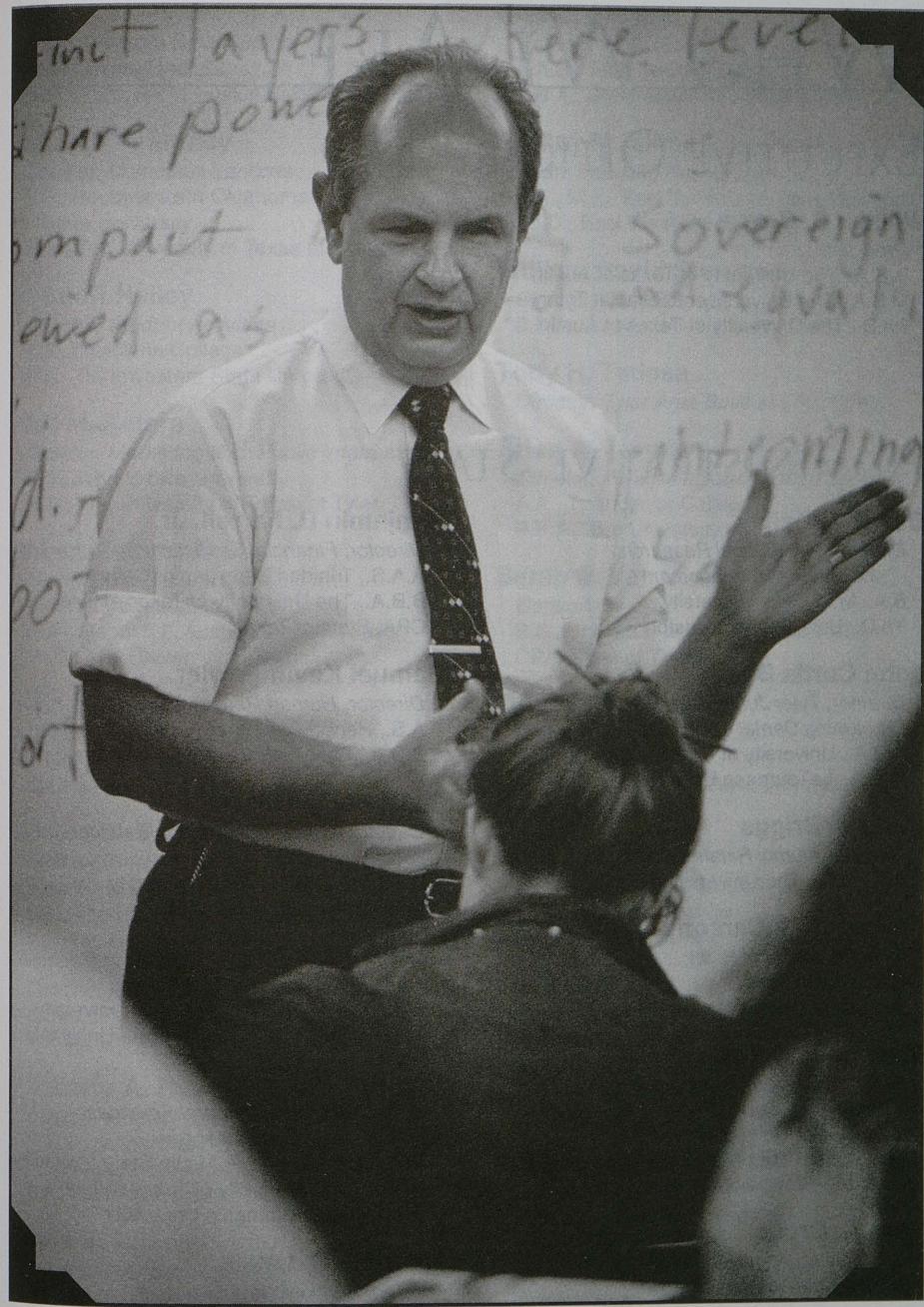
A continuation of WLDG 1434 (WELD 2302) emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.

**Prerequisites:** WLDG 1434 (WELD 2302).

**WLDG 2453 (WELD 2421) Advanced Pipe Welding (Capstone) (2-6) (4 credits)**

A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.

**Prerequisite:** WLDG 1435 (WELD 2401).



*"I've been here for thirty-four years. This is a very good place. Why don't you come find out, too?"*

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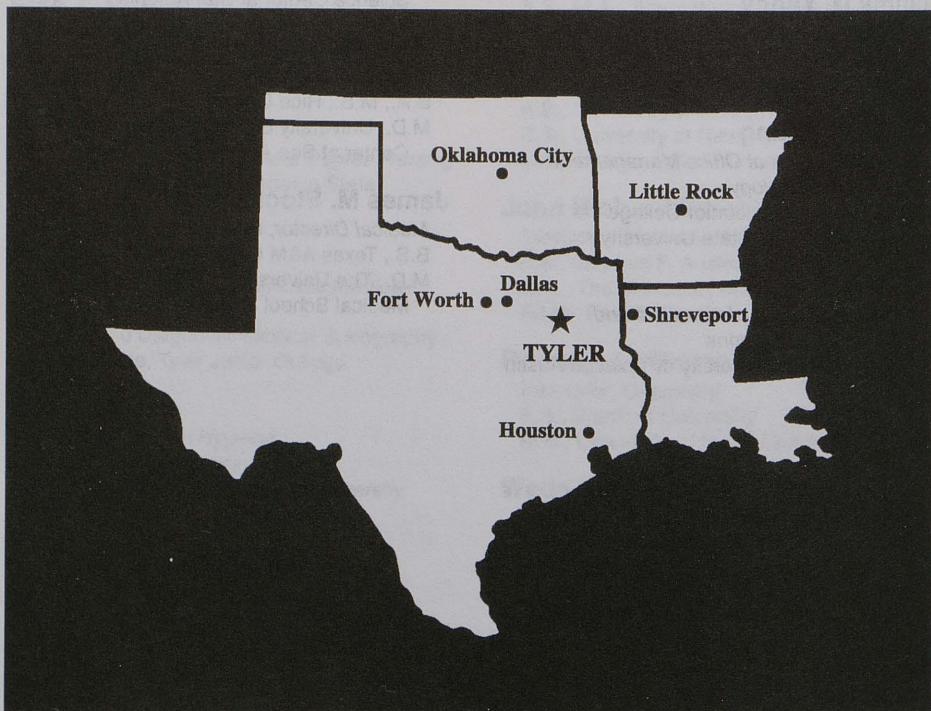
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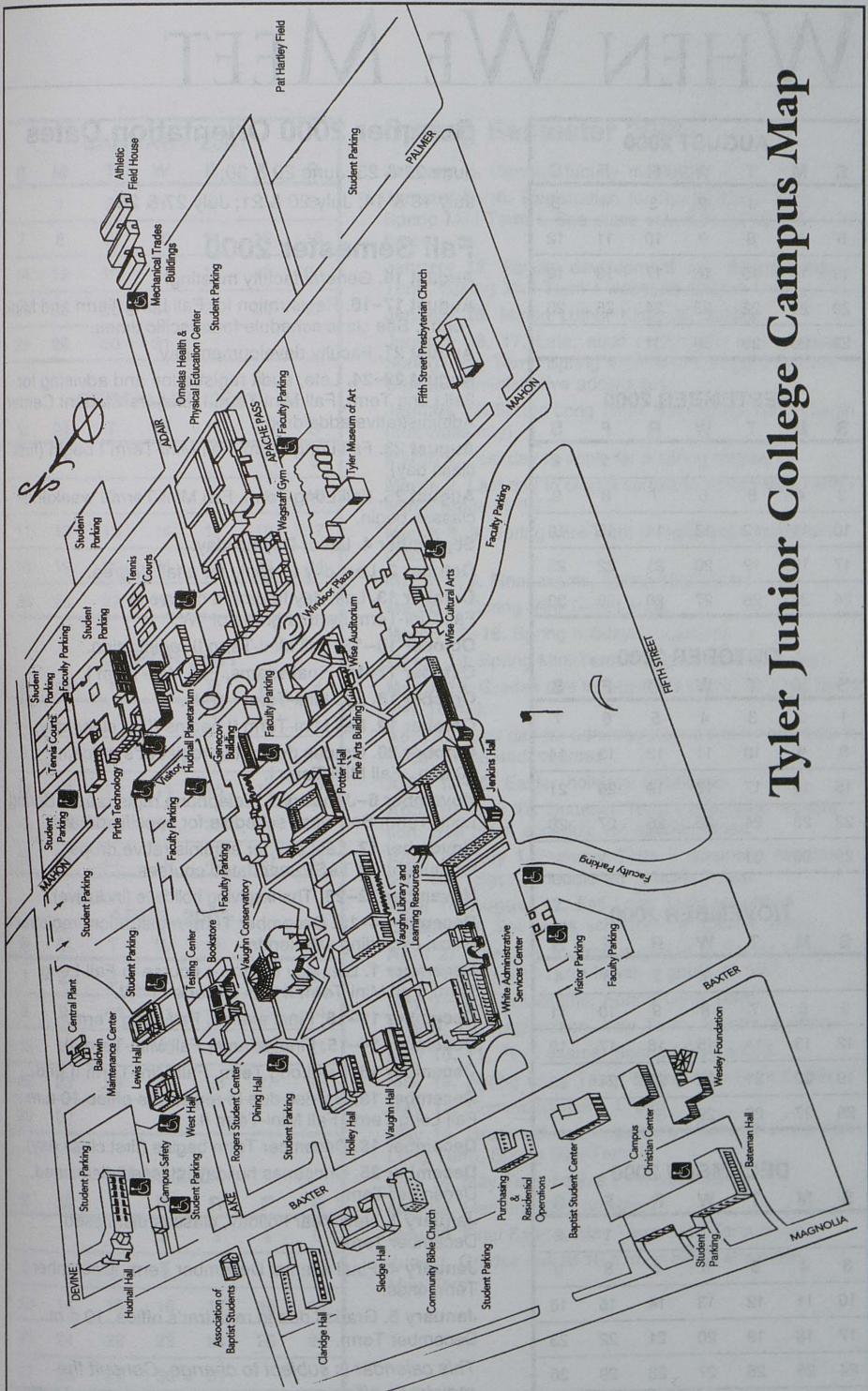
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# How To FIND US

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 75,000. Tyler is well-known not only for its roses and azaleas but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.



# Tyler Junior College Campus Map



# WHEN WE MEET

AUGUST 2000						
S	M	T	W	R	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER 2000						
S	M	T	W	R	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER 2000						
S	M	T	W	R	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER 2000						
S	M	T	W	R	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER 2000						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Summer 2000 Orientation Dates

June 22 & 23; June 29 & 30;

July 13 & 14; July 20 & 21; July 27 & 28

## Fall Semester 2000

**August 16.** General faculty meeting.

**August 17-18.** Registration for Fall Long Term and Mini-Term I. See class schedule for specific times.

**August 21.** Faculty development day.

**August 22-24.** Late, audit registration and advising for Fall Long Term, Fall Mini-Term I, Rogers Student Center. Administrative adds/drops.

**August 23.** Fall Long Term, Fall Mini-Term I begin (first class day).

**August 25.** Fall Long Term, Fall Mini-Term I weekend classes begin.

**September 4.** Labor Day holiday.

**October 2.** Last day to apply for a fall degree.

**October 13.** Last day to drop a course in Fall Mini-Term I with a grade of "W."

**October 16-18.** Fall Mini-Term II registration.

**October 17-18.** Final exams, Fall Mini-Term I.

**October 18.** Fall Mini-Term I ends.

**October 19.** Fall Mini-Term II begins (first class day).

**October 20.** Grades due in the registrar's office, 10 a.m., Fall Mini-Term I.

**November 6-January 1.** Telephone registration, Spring Long Term. See class schedule for specific details.

**November 17.** Last day for administrative drops for students in TASP-mandated courses.

**November 22-26.** Thanksgiving holidays (inclusive).

**December 4-15.** December Term registration, registrar's office, excluding weekends.

**December 1.** Last day to drop a course in Fall Long Term, Fall Mini-Term II with a grade of "W."

**December 11-16.** Final exams, Fall Long Term.

**December 14-15.** Final exams, Fall Mini-Term II.

**December 16.** Fall Long Term, Fall Mini-Term II end.

**December 18.** Grades due in registrar's office, 10 a.m., Fall Long Term, Fall Mini-Term II.

**December 18.** December Term begins (first class day).

**December 25.** Christmas holiday, classes dismissed, December Term.

**January 1.** New Year holiday, classes dismissed, December Term.

**January 4.** Final exams, December Term, December Term ends.

**January 5.** Grades due in registrar's office, 10 a.m., December Term.

*This calendar is subject to change. Consult the registrar's office.*

# APPENDIX

JANUARY 2001						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
FEBRUARY 2001						
S	M	T	W	R	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
MARCH 2001						
S	M	T	W	R	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
APRIL 2001						
S	M	T	W	R	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
MAY 2001						
S	M	T	W	R	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Spring Semester 2001

January 8. General faculty meeting.

January 9-10. Registration for Spring Long Term, Spring Mini-Term I. See class schedule for specific times.

January 12. Faculty development day. Spring Long Term, Spring Mini-Term I weekend classes begin.

January 15. Martin Luther King, Jr. holiday.

January 16, 17. Late, audit registration and advising, Spring Long Term, Spring Mini-Term I, Rogers Student Center. Administrative adds/drops.

January 16. Spring Long Term, Spring Mini-Term I begin (first class day).

March 1. Last day to apply for a spring degree.

March 2. Last day to drop a course in Spring Mini-Term I with a grade of "W."

March 8, 9. Spring Mini-Term II registration, registrar's office.

March 8, 9. Final exams, Spring Mini-Term I.

March 9. Spring Mini-Term I ends.

March 12-18. Spring holidays (inclusive).

March 19. Spring Mini-Term II begins (first class day).

March 19. Grades due in registrar's office, 10 a.m., Spring Mini-Term I.

April 12. Last day for administrative drops for students in TASP-mandated courses.

April 13-15. Easter holidays (inclusive).

April 16-May 27. Summer Term I telephone registration. See class schedule for specific times.

April 16-July 1. Summer Term II telephone registration. See class schedule for specific times.

April 16-August 12. Fall Long Term telephone registration. See class schedule for specific times.

April 27. Last day to drop a course in Spring Long Term, Spring Mini-Term II with a grade of "W."

May 7-12. Final exams, Spring Long Term.

May 9, 10. Registration, May Term, registrar's office.

May 10, 11. Final exams, Spring Mini-Term II.

May 12. Spring Long Term, Spring Mini-Term II end.

May 12. Commencement, 5 p.m.

May 14. Grades due in registrar's office, 10 a.m., Spring Long Term, Spring Mini-Term II.

May 14. May Term begins (first class day).

May 28. Memorial Day holiday.

May 30. Final Exams, May Term, May Term ends.

June 1. Grades due at 10 a.m. in registrar's office, May Term.

MAY 2001						
S	M	T	W	R	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JUNE 2001						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
JULY 2001						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
AUGUST 2001						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Summer I Semester, 2001

**May 1-29.** Telephone registration for students approved by program director. Summer Eleven-week Terms. See class schedule for specific times.

**May 30-31.** Summer Term I registration. See class schedule for specific times.

**June 4.** Late, audit registration and advising, Summer Term I, Rogers Student Center. Administrative adds/drops.

**June 4.** Summer Term I begins (first class day). Most classes meet Monday-Thursday, except the first week when classes meet Friday, June 8, to make up the July 4 holiday.

**June 29.** Last day to drop a course with a grade of "W", Summer Term I.

**July 2.** Last day to apply for a summer degree.

**July 4.** Independence Day holiday.

**July 5.** Final exams Summer Term I, Summer Term I ends.

**July 6.** All grades due in registrar's office, 12 noon, Summer Term I.

## Summer II Semester, 2001

**July 2.** Summer Term II registration. See class schedule for specific times.

**July 9.** Late, audit registration and advising, Summer Term II, Rogers Student Center. Administrative adds/drops.

**July 9.** Summer Term II begins (first class day, most classes meet Monday-Thursday).

**August 6.** Last day to drop a course with a grade of "W", Summer Term II, Summer Eleven-Week Term.

**August 9.** Final exams Summer Term II, Summer Eleven-Week Term. Summer Term II, Summer Eleven-Week Term end.

**August 10.** Grades due in registrar's office, 12 noon, Summer Term II, Summer Eleven-Week Term.

**August 11.** Commencement, 10 a.m.

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Semester last attended: (1)  Fall (2)  Spring (3)  Summer Year \_\_\_\_\_

Are you eligible to return to the last school (college) attended?  Yes  No

Highest degree held:  None (0)  High School (1)  Associate Degree (2)  
 Certificate, GED (3)  Baccalaureate (4)  Other (5)

Do you plan to receive a degree or certificate from Tyler Junior College?  Yes  No

IF YES, WHAT WILL BE YOUR MAJOR? \_\_\_\_\_

\*\*Admission to Tyler Junior College does not mean admission in certain programs with limited enrollment.

What is your primary reason for attending Tyler Junior College?

- Earn a two-year degree (1)  Improve skills needed in current job (6)
- Earn credit to apply to a four-year degree (2)  Get a better job (7)
- Earn a certificate of proficiency (3)  Maintain licensure (8)
- Personal enrichment (4)  Other (9)
- Get a job (5)

Are you a homemaker who has cared for the home and/or family without pay and as a result needs training to enter the job market?

- Yes
- No

Are you a single parent who is separated, divorced, or widowed and who has separate or joint custody for one or more minor children?

- Yes
- No

1. TEXAS ACADEMIC SKILLS PROGRAM (TASP)

Tests Taken?  Yes  No

Scores requested for TJC?  Yes  No Date \_\_\_\_\_

TASP scores: Reading \_\_\_\_\_ Date Taken \_\_\_\_\_

Writing \_\_\_\_\_ Date Taken \_\_\_\_\_

Math \_\_\_\_\_ Date Taken \_\_\_\_\_

2. TASP EXEMPTION:

Are you EXEMPT from TASP?  Yes  No





TYLER JUNIOR COLLEGE  
P.O. BOX 9020  
TYLER, TEXAS 75711

For more information call 1.800.687.5680